

ALBEE TOWNSHIP COMMUNITY CENTER LEASE AGREEMENT

10645 EAST RD., BURT, MI 48417 • (989) 770-4844

OCCASION _____ RENTAL DATE _____

This agreement, dated _____, between **ALBEE TOWNSHIP**, herein referred to as, "LESSOR", and _____, herein referred to as "LESSEE", for the rental of

ALBEE TOWNSHIP COMMUNITY CENTER for the amount of \$ _____, due _____

Shall have the following terms and conditions:

It is agreed the premises leased will include the main hall, kitchen and bathrooms. If the **LESSEE** or caterer of the **LESSEE** uses the kitchen the day prior to the event for the preparation of food and/or cooking an additional fee of \$75 will be applied to the rental fee. Also, if food prepping and/or cooking will occur on the day of the event an additional \$75 will be applied to rental fee. If non-compliance is determined the loss of deposit will occur.

It is further agreed, at the signing of this lease, the **LESSEE** will pay to **LESSOR** a \$ _____ damage deposit. This deposit is not included in the rental fee, and will be refunded within 10 working days after the termination of this lease if all township property is left present and intact. If **LESSEE** cancels this lease by written notice to the **LESSOR** on or before _____ the rental and deposit will be refunded.

After this date, all rentals are forfeited.

It is further agreed if alcohol is being served at any function pertaining to this lease, the **LESSEE** shall pay the bartender(s) provided by the hall on the day of the rental the cash amount of \$130 each for the service hours of 5:00 p.m.-12:00 a.m. **All** alcohol must be served by the bartender(s) in charge. All serving of alcohol must cease at 12:00 a.m., and hall must be vacated by 1:00 a.m. It is the bartender(s) responsibility to clean the bar area, wash, dry and put away all pitchers. **NO DRINKS ARE PERMITTED OUTSIDE OF THE MAIN HALL!!!** Non-compliance to alcohol agreement will result in the loss of deposit.

It is further agreed the **LESSEE** shall be responsible civilly and criminally, for all actions of **LESSEE** and their guests, and shall hold **LESSOR** harmless and indemnify **LESSOR** for any liability civilly and criminally; arising during the time the **LESSEE** and guests are on Albee Township property, including set up time. The **LESSEE** shall comply with all statutes, local ordinances and applicable regulations and save **LESSOR** harmless there from. At the **LESSEES'** discretion, the **LESSEE** may obtain liability insurance to cover this agreement. **LESSOR** is not responsible for any problems that may arise due to acts of God.

It is further agreed that included in the rental of the main hall, the **LESSOR** will provide the following: two (2) security guards, pitchers, trash bags, ice and cleaning of the facility after the party has ended. It is the **LESSEE'S** responsibility to clear all tables after the event and put all trash in the outside dumpster. Any spills or messes made during set up or the party is the responsibility of the **LESSEE**. If confetti, tinsel, or glitter is used to decorate, a minimum of \$50 will be deducted from the deposit. If anything is to be hung from the walls, ceiling, or chair rails an additional damage waiver shall be signed. Decorating the hall must be completed within 5 hours on the day before or day of your event. Rehearsal dinners and/or alcohol during this time are **NOT PERMITTED**. If non-compliance is determined, the loss of deposit will occur.

LESSOR

LESSEE

PHONE _____

RETURN DEPOSIT TO: (Please print)

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

THIS CONTRACT IS VOID IF NOT SIGNED AND RETURNED WITHIN 14 DAYS OF DATE

Revised March 2019