

BOSTON TOWNSHIP HALL RENTAL AGREEMENT

Name: _____

Address: _____

Date Requested: _____ Purpose: _____

Time: From: _____ To: _____ #of Guests: _____

Rental Fee: \$100 Ck # _____ Security Deposit: \$300 Ck# _____

1. If the Township Hall ("Hall") is available as requested, the Renter's use of the Hall is approved, as indicated below, Renter will comply with the terms of this agreement and will be responsible for all damages to the Hall, or to any persons or property as a result of or arising out of the Renter's use of the Hall. Liability will not be limited to the security deposit. The Renter agrees to be present at the Hall during the entire time of Renter's use of the Hall.

2. No alcoholic beverages will be served or consumed on the Township property.

3. There will be no smoking in the Township Hall.

4. Due to staining of the carpet, no red punch should be served in the Hall or on the premises.

5. The rental period covered by this agreement is for one day only. **The prior day cannot be used for setting up, nor is cleaning up the following day allowed** (unless specific permission is obtained from the Clerk).

6. The Hall must be vacated by midnight. All lights must be turned off. The thermostat may be turned up or down by holding the appropriate arrow until the temperature in the lower right hand corner is at the desired setting. The thermostat will automatically return to the programmed setting at the end of the day.

7. All tables and chairs must be returned to the appropriate locations (**SETUP ATTACHED AND POSTED IN KITCHEN**); carpet vacuumed; kitchen and restrooms cleaned; stove, oven and microwave cleaned (if used), and all garbage removed (including emptying all trash receptacles).

8. The Renter will be personally liable for all damages incurred as a result of the use of the Hall, including failure to thoroughly clean and setup the Hall. Damages incurred will be calculated at a rate of \$50 per hour per person and will be automatically deducted from the security deposit. If such amount exceeds the security deposit, Renter agrees to promptly pay the entire balance owed within 20 (twenty) days. The Renter takes full responsibility for all property damage, accidents, and personal injury during the rental period. The Renter will indemnify and hold harmless the Township, its board, officials and employees, from any and all loss that may be sustained for any such damage or injury and will promptly pay all liabilities.

9. The rental cost of \$100.00 is payable when the application for reservation is made to reserve the Hall. The \$300 security deposit must be paid before the key to the Hall is issued. The key may be picked up one (1) week prior to the scheduled date of rental taking into consideration the dates the Hall office is open. The key must be returned through the mail slot or delivered to the Township Hall on the next business day the office is open.

10. A township official shall inspect the premises after the rental date. If the Hall and Township premises have been properly cleaned and no damages have been incurred, the Renter's security deposit will be

returned when the key is returned or within 14 (fourteen) days of return of the key through the mail slot. In event of damages or failure to adequately clean the premises, the costs of such damages will be deducted from the security deposit. If the costs exceed the security deposit, an invoice will be prepared and provided to the Renter.

11. If minors are present during the rental period, the Rental shall provide a proper number of chaperones to be present and oversee the minors' use of the premises.

12. The Township's business office and designated "non-public" areas are absolutely "off limits" and the Renter shall ensure that no one enters into these areas.

13. The Renter must conduct his/her function and use of Township property in accordance with all applicable federal, state and local laws and regulations, and the Renter is responsible for the conduct of all persons who enter the Township property during the rental period.

14. The fees apply to all groups and individuals renting the Hall, with the exception of other governmental entities. Governmental entities may be allowed to use the Hall without charge. The Boston Township Board retains the right to modify these provisions as needed.

I accept and hereby agree to the foregoing conditions:

RENTER: _____ DATE: _____

PHONE #: _____

REMINDER

**PLEASE BE SURE HALL IS SETUP AFTER YOUR EVENT AS SHOWN
IN THE DIAGRAM POSTED IN THE KITCHEN.
THANK YOU.**

***** For Township Use Only *****

The rental agreement for the foregoing requested date is hereby accepted and approved.

DATE: _____

TOWNSHIP OF BOSTON

Signature

Title