

OAKFIELD TOWNSHIP
~HALL RENTAL AGREEMENT~

- **Rental fee is \$100.00 plus \$250 deposit** – both payable in **CASH ONLY**
- Deposit to be refunded upon inspection of hall and no later than ten (10) days from rental date.
- Rental period is **ONE** day only (from 8:00 a.m. – 12:00 a.m.) Set up and clean up must be done on that day. **If renter is in need of more than one day, an additional \$100 fee will be assessed for each day.**
- A notice of cancellation, if received at least 48 hours prior to the reservation date, entitles the renter to a full refund. Refunds under any other circumstances are subject to Township Board approval.
- Only Oakfield Township residents (age 21 or older) are permitted to rent the hall.
- Family or community groups only. No commercial or political gatherings.
- Parking in hall lot and baseball/voter lot only. Please **DO NOT** park near or behind the fire station!
- No pets allowed (service animals excluded).
- NO smoking in building; NO alcoholic beverages, NO gambling, NO adult entertainment on government property.
- **NO RED beverages**
- The racks holding the chairs and tables may NOT be removed from the main meeting area or placed in the hallway.
- Decorating is permitted, as long as NO tape, tacks, nails, or glue are affixed to any wall or ceiling.
- **Please do not leave children unattended.**
- Oakfield Township reserves the right to refuse or revoke permission to use the facilities.
- **THE PERSON WHO SIGNS THE AGREEMENT AND PAYS THE FEE/DEPOSIT IS REQUIRED TO BE ON THE PREMISES, ENFORCING ALL RULES OF THIS AGREEMENT. BY NOT ADHERING TO ALL RULES OF THIS AGREEMENT, THE \$250 DEPOSIT WILL BE FORFEITED.**

RENTER IS RESPONSIBLE FOR:

- Setting-up/breaking-down and wiping off tables and chairs
- Supplying paper towel, dish towels, dish soap, basic cleaning supplies, and garbage bags
- Clean-up and removal of all food and trash to dumpster at the south end of building
- Vacuuming hall/hallway, sweeping kitchen floor area/bathrooms, cleaning countertops in kitchen/bathrooms
- Spot cleaning any noticeable spots on the carpet
- Make sure restrooms are in good condition
- ALL lights and oven turned off, ALL doors and windows CLOSED and LOCKED.

You will be billed for all damage which is incurred on the premises during rental period if the cost is over \$250.

An inspection of the hall will be made by a representative of the township no later than the next business day. Renter may be present during inspection.

The renter agrees to defend, indemnify and hold harmless Oakfield Township from any claim, demand, suit, loss, cost of experience, or any damage which may be asserted, claimed or recovered against or from the renter by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of the renter or by third parties, or by the agents, servants, employees or factors of any of them.

I, the undersigned "Renter" have read and received a copy of this agreement and agree to the above terms and conditions.

NAME(S): _____

ADDRESS: _____

CITY/ZIP: _____

PHONE: _____ ALTERNATE PHONE: _____

RENTAL PURPOSE: _____

RESERVATION DATE: _____ ARRIVAL TIME: _____ DEPARTURE TIME: _____

SIGNATURE: _____

If you have any problems or need assistance, please call Oakfield Twp Office 616-754-5679, Sue Trainer, Clerk 616-890-9434, or Betsy Koett, Treasurer 616-437-4057.

*Deposit Returned to _____

Township Use:

Received \$250 Cash Deposit (Date & Initials) _____

Received \$100 Cash Fee (Date & Initials) _____

Verification of residence (name/address over phone) _____

Verification of residence (check photo ID) _____

INSPECTED BY: _____ Date: _____

Check if damages noted (attach notice)

Oakfield Township ~ 10300 14 Mile Road ~ Rockford, MI 49341 ~ Phone: (616) 754-5679 ~ Email: info@oakfieldtwp.org