

Rental Agreement

Sands Township hereby lets and leases unto the Lessee the multipurpose room on the following date:

Date: _____, 20____

Time: _____ a.m./p.m. to _____ a.m./p.m.

Said premises may be used for a meeting room, social affair, reception, benefit, athletic event or other use approved by the Township, and for no other purpose without consent of the Township.

The Lessee shall pay 15 days in advance, the required sum, of a **service fee / deposit**, (if renting for a social event) and pay in advance the hourly rental fee. Lessee shall receive a written receipt upon payment of said service fee/deposit and rental fees.

WILL THERE BE ALCOHOL SERVED AT THIS EVENT? **MUST ANSWER** YES or NO (circle answer)

If serving alcohol, lessee shall provide a certificate of off-premises liability insurance coverage. This certificate will be required 15 days in advance of occupancy by lessee. If a certificate of insurance coverage is not supplied to the township within these guidelines, then this agreement shall become null and void.

The Lessee shall be liable and responsible for any and all damage or injury to said premises or any person or property thereon during period of occupancy, and shall reimburse, indemnify, and hold the township fully harmless thereof. Lessee shall not assign, transfer, or sublet this lease on said premises, or any part thereof, without the written consent of the township.

Balance of deposit left, after deducting the service fee, shall be returned to Lessee not later than two (2) weeks after occupancy if, upon inspection by a township representative, the premises are found to be in a clean and satisfactory condition.

Lessee shall keep the premises in a neat and orderly condition and free of rubbish and debris, which shall be picked up and removed from the premises immediately following any occupancy. Lessee shall abide by rules and regulations of recreation areas as well as the following:

1. ALL FLOORS SWEEPED IF NEEDED. (Broom is behind kitchen door.)
2. WIPE DOWN COUNTER TOPS, KITCHEN SINKS AND STOVE. (If applicable)
3. GARBAGE TO BE HAULED AWAY BY THE RENTER
4. LATEST CLOSING TIME IS 12 MIDNIGHT
5. THERE IS NO SMOKING PERMITTED IN THE BUILDING.

BUILDING WILL BE VACATED BY 12 MIDNIGHT.

Premise use _____

Signed _____

(Lessee)

Address _____ Phone # _____

Rental Fee _____

Date _____ Surety Deposit _____

Sands Township Representative _____

CONTACT PHONE
NUMBERS IN THE
EVENT OF AN
EMERGENCY DURING
RENTING OF BUILDING.

Joelle = 360-7279

Dave = 249-3418

Cheryl = 346-9907

Lee = 346-4423

approved 8-14-07

amended 11-7-08, 7-2-09