Drummond Island Township

29935 E. Pine Street

Drummond Island, Michigan 49726

(906)493-5321

**LEASE OF DRUMMOND ISLAND TOWNSHIP HALL AND TOWNSHIP GROUNDS**

LEASE AGREEMENT, made this \_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_\_ by and between the Township of Drummond Island, a municipal corporation and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , hereafter designated “Lessee.”

WITNESSETH:

In consideration of the covenants and conditions hereafter contained, IT IS HEREBY AGREED by and between the parties hereto as follows and that I, the Lessee, and resident of Drummond Island Township fully understand the designated contract.

1. The township here by lets and leases unto the Lessee, the following described premises owned by the Township, for the following Period or Periods, which includes preparation and clean up after the Event:

1. The rental period is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day/s of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_ from \_\_\_\_\_\_\_\_(a.m./p.m.) to \_\_\_\_\_\_\_ (a.m./p.m.)
2. Lessee will receive a key on morning of first rental date.
3. Key must be returned on Monday morning or first business day after rental to Township hall office.
4. Non-Profit Organizational use (501c), No rental fee required, a security deposit is required. A rental agreement must be filled out.
5. Funeral Luncheons for Drummond Island residents. No rental fee, a security deposit is required. A rental agreement must be filled out.
6. Lessee shall accept full responsibility and liability for the actions and behavior of all persons using said premises during the term hereof, including employees and guests. Lessee shall relieve Lessor, Township, and its Agents, of any and all liability for accidents, damages or claims arising out of Lessee’s use of any and said premises and facilities, whether occurring in, on or off the said premises. Lessee in responsible for said property during occupancy, any damages excessing security deposit will be charged to Lessee. It is further understood and agreed that said premises shall not be used with Lessee’s knowledge or consent by any person during said term for purposes or activities which violate any law, Local, State or Federal. Lessee agrees and understands that any Township Board Member or township representative may, at any time, enter the premises during the period of this rental agreement to be assured the terms of this Agreement are being carried out.

2. Said premises to be used for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and no other purposes, without the written consent of the township.

3. Rental fees: Paid by check or cash to Drummond Island Township

 one (1) day rental requires a rental fee deposit of $100.00 (non-refundable)

 and a security deposit of $200.00

 three (3) day rental requires a rental fee deposit of $300.00 (non-refundable)

 and a security deposit of $500.00

 Rental fee deposit is needed to secure rental. Security deposit is due when key is

 picked up.

 The Security deposit shall be refunded following inspection of hall and grounds, if

 completely cleaned and undamaged. Cleaning list is posted in kitchen, please check

 and sign.

4. No refund will be issued on a cancellation request without 30 days advance notification unless the Township treasurer amends/approves of an exception.

5. Lessee shall at no time under this agreement charge a cover charge or admittance fee to this property without prior written consent of township.

6. All persons must be off Township premises by 11:00 PM.

7. Any private catering company preparing at Township Hall and serving off site must submit to the township a catering license and a food safety manager certificate.

8. If liquor is served during Lessee's use of premises, it is the responsibility of Lessee to provide proper license and liability insurance as setforth by the township. NO minor shall be served or allowed to consume alcoholic beverages on the township property. The use of drugs is prohibited. Not smoking is appreciated.

9. If in need of sound system, a $50.00 non-refundable deposit is required.

10. Children not allowed in basement at any time.

11. Playground is for 3-5 year old children, must be supervised.

12. Should any of the foregoing dates of occupancy by the Lessee conflict with any necessary public Township business requiring the use of said premises, Lessee agrees to a cancellation of said lease for dates reserved.

Lessee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Lessee Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Township Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Make Checks Payable to: Drummond Island Township.

**Drummond Island Township Office use only:**

Date Contract Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Fee Deposit Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check # or Cash: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Deposit Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check # or Cash: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received Key: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_