

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:

- a. The rental period is _____ day/s of _____ 20____ from _____ (a.m./p.m.) to _____ (a.m./p.m.)
- b. Lessee will receive a key on morning of first rental date.
- c. Key must be returned on Monday morning or first business day after rental to Township hall office.
- d. Non-Profit Organizational use (501c), No rental fee required, a security deposit is required. A rental agreement must be filled out.
- e. Funeral Luncheons for Drummond Island residents. No rental fee, a security deposit is required. A rental agreement must be filled out.
- f. 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 exceeding 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: _____

Drummond Island Township Hall and Grounds Checklist

Kitchen:

- ___ * All food removed from building
- ___ * All equipment cleaned inside and out, grill drip tray emptied
- ___ * Counters wiped down, sinks clean, sink drain emptied
- ___ * Dishwasher instructions on cupboard door
- ___ * All electric equipment unplugged Including coffee pot
- ___ * All gas ovens, burners, and flat top, hood fans **TURNED OFF!!!!**
- ___ * Warming oven is drained & cleaned, turn off, door open
- ___ * All items clean and stored in designated areas
- ___ * Dish towels are to be supplied by the lessee
- ___ * If using ice, place in container if in refrigerator

Non-Kitchen areas:

- ___ * Tables and chairs cleaned and returned to proper areas
- ___ * Any pictures removed, book shelves, tables must be replaced
- ___ * Piano not to be moved
- ___ * Any items removed from building must be approved
- ___ * Use of tables & chairs from basement to be approved
- ___ * Use scotch tape only for decorations, remove carefully
- ___ * When air conditioning on, doors and windows closed. Do not obstruct air flow
- ___ * Carry tables and chairs to not damage floors, especially octagon tables in front room
- ___ * Do not place hot pans/dishes on tables without protection

All areas: dining area, hallway, entry, bathrooms, parking lots, grounds

- ___ * Floors and carpet must be swept, mopped, vacuumed
- ___ * Garbage & broken down cardboard placed in locked bin, key on nail by kitchen door, please replace key. All cans replaced with new bag.
- ___ * Township & parking lots picked up by 9am each morning
- ___ * Return everything where you found it!!!!!!!

Please initial all areas upon acknowledgement or completion

_____ Printed name of lessee or representative