

**RIDGEWAY TOWNSHIP HALL RENTAL AGREEMENT (Township Residents)**

**LESSOR:** Ridgeway Township, Lenawee County, Michigan, (hereinafter Township)  
**ADDRESS:** 103 W. Chicago Blvd. Britton, MI 49229

**LESSEE:** \_\_\_\_\_ Phone: \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ Email: \_\_\_\_\_

This agreement made on \_\_\_\_\_, 20\_\_\_\_, between the Township and Lessee.

The Township agrees to lease the Township Hall (hereinafter the Hall) to Lessee on \_\_\_\_\_ for the event of \_\_\_\_\_, including use of tables (12), chairs (82), kitchen and appliances, heating, and lighting subject to the following terms and conditions

Resident of Ridgeway Township

1. **Lease of Hall.**
  - a. Lessee’s use of the Hall will be in a peaceful and orderly manner and Lessee agrees to reimburse the Township for any and all damage that may result to the Hall and equipment as a result of the use of the Hall by Lessee and associated parties.
  - b. The key to the Hall may be picked up at the clerk’s office by appointment the day of rental unless previous arrangements have been made.
  
2. **Rent.** Upon the signing of this agreement Lessee must pay the Township One Hundred Fifty and 00/100 (\$150.00) dollars for the lease of the Hall.
  
3. **Security Deposit.**
  - a. Lessee shall pay the Township Two Hundred and 00/100 (\$200.00) dollars to be held by the Township as a deposit against damages and to ensure compliance with the terms of this lease.
  - b. Deposits will be held until adequate time has been given to check the Hall for damage and cleanliness of the premises.
  - c. Deposit will be forfeited if law enforcement officers have to be called due to disturbances within the building or on the premises, or any of the above conditions are not met.
  
4. **Returned Checks.** There will be a \$150.00 return check fee on any check returned as uncollectible.
  
5. **Prohibitions Against Alcohol, Smoking and Large Equipment.**
  - a. Alcoholic beverages are prohibited at the Hall on Township Property. Lessee must not provide, consume, or possess any alcoholic beverages in the Hall or on Township property.
  - b. Smoking is prohibited in the Hall.
  - c. Large equipment, such as moonwalks, etc. are not permitted in the Hall.
  
6. **Post Event Obligations of Lessee.** The Lessee must:
  - a. Clean the Hall at the conclusion of the use of the Hall
  - b. Surrender the Hall and equipment and furnishing therein in as good a state and condition as they were at the commencement of the use.
  - c. Return the key to the Hall within 24 hours after the rental. If the key is not returned, a \$500.00 re-keying fee will be charged to the User.

**7. Damages.**

- a. Lessee is responsible for any damaged or missing items.
- b. The Hall will be inspected upon Lessee's completion of the event. If the terms of the lease are not followed, the Township is authorized to retain the damage deposit.
- c. The Township reserves the right to seek additional sums from Lessee in the event that the costs of repairing damage or cleaning the Hall as a result of Lessee's use should exceed the deposit amount.

**8. General Guidelines.** Lessee agrees to abide by the following guidelines:

- a. **No tape/adhesives of any kind or hooks on the walls.**
- b. Hall must be cleaned before vacating the building.
- c. Sweep and damp mop all floors and after the event.
- d. **Remove all garbage from premises, both inside and outside. You are responsible for disposal of your garbage. – DO NOT leave the trash in the dumpster by the bar, or the Lessee will be billed an additional \$200.00 if this happens.**
- e. All decorations must be removed, including tape on tables and building.
- f. All chairs and tables must be put back in place.
- g. Return the thermostat to the original setting before leaving.
- h. Check to make sure all doors and windows are locked.
- i. Make sure all lights are turned off.

**9. Lost or Misplaced Items.** The Township is not responsible for any lost/misplaced items or items left on the premises.

**10. Tenant's Assumption of Risk and Indemnification.**

- a. LESSEE ACKNOWLEDGES THAT TOWNSHIP HAS ADVISED LESSEE THAT IT SHOULD OBTAIN AND MAINTAIN APPROPRIATE AND ADEQUATE INSURANCE AND LESSEE AGREES TO LOOK SOLELY TO THE INSURER OF LESSEE'S PERSON AND PROPERTY FOR RECOVERY OF ANY LOSS SUFFERED BY LESSEE.
- b. LESSEE FURTHER ACKNOWLEDGES AND AGREES THAT TOWNSHIP SHALL NOT BE LIABLE TO LESSEE OR LESSEE'S OCCUPANTS, INVITEES, FAMILY, GUESTS, OR OTHERS IN THE HALL OR ON TOWNSHIP PROPERTY FOR ANY DAMAGES OR LOSSES TO PERSON OR PROPERTY CAUSED BY ANY PERSON OR OCCURRENCE.
- c. LESSEE AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS TOWNSHIP AND ITS OFFICERS, EMPLOYEES AND AGENTS, FROM AND AGAINST ANY AND ALL CLAIMS FOR DAMAGES TO PROPERTY OR PERSONS ARISING FROM LESSEE'S USE OF THE HALL AND FROM OTHER ACTIVITIES ON OR ABOUT TOWNSHIP PROPERTY.

I have read and understand the above as presented and agree to abide by the rules and regulations as set forth.

\_\_\_\_\_  
SIGNATURE OF LESSEE

Date: \_\_\_\_\_

Kirsten Huff  
Ridgeway Township Deputy Clerk  
Phone: (517) 918-5995

For Office Use Only

Payment Received    Key Issued/Returned    Deposit Received/Returned