

Boston Township  
30 Center St., Saranac, MI 48881  
616-642-6636

**Hall Rental Agreement**  
**Effective March 9, 2022**

This agreement is for the use of the Boston Township Hall ("Hall"). The person(s) ("Renter") renting the Hall must be a taxpayer and/or resident in Boston township and at least 21 years of age. The Renter must agree to all of the terms listed in this Rental Agreement.

**General Information:**

1. Rental cost: \$200; payable at the time Rental Agreement is received.
2. Security Deposit: \$300 and must be paid before the key is issued.
3. Renter agrees to be present during the rental period as well as set up and clean up.
4. Key pickup: Up to a week prior to the rental date taking into consideration the times the Township office is open. The Hall must be cleaned and vacated by **11:00PM**.
5. Capacity: 100 people
6. Sub-rentals are not allowed
7. Township Office is "Off Limits". Renter will ensure that no one enters into this area.

**Municipal Building Laws:**

1. No alcohol is to be served or consumed in the Hall or on Township property.
2. No smoking in the Hall or within 30 feet of entrances or windows.
3. No illegal drugs or marihuana use in the Hall or on Township property.
4. No fireworks in the Hall or on Township property.

**Decorations:** May only be placed on the tables and fabric panels on the walls. **NO** decorations are to be placed on the ceiling, walls, doors, windows or any fixtures.

**Beverages:** No red punch or beverages containing red dye is to be served.

**Chairs and Tables:** Will remain inside the Hall, no outside use. After Hall use, the Renter is responsible to re-set the Hall per the diagram posted in the kitchen.

**Outside Premise:** No grills, stoves, or cooking/smoking devices are to be used on Township property.

**Minors:** If minors are present during the rental period, the Renter will provide a proper number of chaperones to be present to oversee the minor's use of the premises.

**No Pets are allowed in the building:** Service animals specifically trained to aid a person with a disability are welcome.

**Housekeeping:**

**Trash:** All trash receptacles (kitchen, bathrooms and Hall) must be emptied and all trash is to be removed from the premises by the Renter.

**Cleaning:** Vacuum carpet, clean bathrooms and kitchen area (floors, sinks, counters and appliances – if used).

**Lights:** Turn off all Lights.

**Thermostat:** If the thermostat is set on heat turn down to 62 degrees before you leave the Hall. If the thermostat is set on cold, turn it up to 80 degrees before you leave the hall.

**Doors and Windows:** Make sure all doors and windows are locked prior to leaving the building.

**Key Return:** Renter must immediately, following use, slide the key under the kitchen door into the office or they can use the mail slot on the exterior office door.

A Township Official will inspect the premises after the rental date. If the Hall and Township premises have been properly cleaned and no damages have been incurred, the Renter's security deposit will be returned or shredded (per Renter's instructions) after the Board meeting following the rental.

Next Township Board Meeting Date following rental: \_\_\_\_\_

Renter is personally liable for all damages incurred as a result of the use of the Hall, including failure to thoroughly clean and res-set the tables and chairs. The Renter will be contacted if not compliant. Cleanup and repair of any damages will be calculated at a rate of \$50 per hour per person and will be automatically deducted from the security deposit. If amount exceeds the security deposit, Renter agrees to promptly pay the entire balance owed, an invoice will be issued with the details describing the damages and will be expected to pay the balance within 20 days.

The Renter must conduct his/her function and use of Township property in accordance with all applicable Federal, State and local laws and regulations. The Renter understands that they are responsible for the conduct of all persons who enter the Township property during the rental period.

The fees apply to Renters renting the Hall, with the exception of other governmental entities. Governmental entities may be allowed to use the Hall without charge. The Boston Township Board retains the right to modify these provisions as needed.

The Renter takes full responsibility for all property damage, accidents and personal injury during the rental period. The Renter will indemnify and hold harmless the Township, its Board, officials and employees from any and all loss that may be sustained for any such damage or injury and will promptly pay all liabilities.

Renter's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Time: From: \_\_\_\_\_ to **11:00 PM**

Purpose: \_\_\_\_\_ # of Guests (Not to exceed 100) \_\_\_\_\_

Deposit: \$200 Check # \_\_\_\_\_ Security Deposit: \$300 Check # \_\_\_\_\_ Key #: \_\_\_\_\_

I accept and hereby agree to the foregoing conditions:

Township Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ License: \_\_\_\_\_

**\*\*\*TOWNSHIP USE ONLY\*\*\***

The rental agreement for the foregoing requested date is hereby accepted and approved.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

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