

ALCONA TOWNSHIP HALL RENTAL FEES

Wedding receptions, anniversaries, class reunions & large parties

Township residents	\$150.00
Non-residents	\$200.00

Small parties, baby/bridal showers & meetings (under 75 people)-Maximum of 4 hours hall use

If more time is needed contact the custodian-a fee of \$10.00 per hour will be charged

Township residents	\$ 20.00
Non-residents	\$ 40.00

A deposit is required with all hall rentals. A lease will be signed by the person renting the hall. If there is no damage or breakage, the deposit will be returned. The hall is a smoke free hall, any violation of this will cause the security deposit to be forfeited.

If the kitchen is used it must be cleaned. All tableware & cooking utensils are to be returned to their proper storage area in the kitchen. The floor should be swept. The garbage must be taken out and deposited in the wood box situated on the South Side of the hall.

No thumb tacks or adhesive tape shall be used to secure decorations to the ceiling. Decorations shall be secured on the wire at the perimeter of the ceiling & in the center.

The party renting the hall where there is alcohol involved will have to hire a security guard for the occasion.

For hall rental please contact Bill McCoy at 471-5095

**Township of Alcona
Building Use Agreement**

Date (days) of function _____ Hours _____

Name of Group or Person _____

Purpose (type of function) _____

Name of Contact Person _____ Telephone _____

Provided, that by signing this agreement, the undersigned hereby agrees to all rules and regulations contained herein.

Rules and Regulations

1. Rental of the Alcona Township Hall is \$ _____, payable in advance of the function. In addition, upon reserving the facility the user shall pay a combined reservation/security, custodial deposit of \$ _____ Dollars, of which will be refunded only after an inventory and inspection shows there were no losses, damages, or smoking, during the user's control of the building. The user waives any requirement of the Landlord and Tenant Act and acknowledges that he may be present during an inspection prior to the function and at the time the inspection is made after the rental period, but acknowledges that the opinion of the representative of the Township of Alcona shall be binding upon him. In the event of the user termination of this Agreement prior to the rental date, it is understood that _____ Dollars of the combined Reservation/security/ custodial deposit will not be returned in consideration of the Township reserving the date for the user. In the event that the user does not give Alcona Township written notice canceling the reservation within 14 days from the rental date, this deposit shall be non-refundable.

2. It is agreed that the user will conclude his function and vacate the building by _____ a.m. The premises may be used only for the purposes stated.

3. All police, fire safety, sanitary, and other regulations in force must be observed.

4. User may not attach any decoration, etc. to building or its fixtures by a permanent means, including tape, which cannot be removed without damage. It is permissible to decorate the hall prior to the function if the hall is not rented to another party.

5. All equipment, furnishings, supplies, food, trash and rubbish, and anything else brought into building by users must be removed immediately following the function, unless other arrangements have been made with the Township prior to the function. Trash includes paper, cans, etc, inside and outside of building.

6. User shall not permit or allow premises to be damaged or diminished in value by any act or negligence of users, members of group using; their guests, or employees, in any manner whatever. The user is responsible for all loss or damage. At the conclusion of the rental period, it is the responsibility of the user to see that all windows and doors are securely closed and locked, and that the thermostat is turned down to 60 degrees and all lights and stoves are turned off, and that the key for the hall is returned to the Township.

7. Any substantial abuse or damage to the premises or its contents by groups or persons using the building their guests or employees, shall be sufficient cause for denial of any future request for use, and the cost of the repair of any such damage shall be borne by the user. In the event there is damage over and above the security deposit, the user agrees to immediately transmit the sums due to the Township of Alcona.

8. The Township of Alcona shall be held blameless from any injury whatsoever to persons or property during rental periods, and the user here accepts full responsibility therefore, and further, by signing and dating this agreement does unequivocally absolve the Township of Alcona from any and all liability and indemnify the Township for any losses suffered or incurred.

9. The user certifies that all activities carried on within the building shall be legal and the user shall be absolutely responsible for ascertaining that no illegal activities of any type shall be permitted on the premises. Specifically, there shall be no minors permitted to indulge in any illegal activities, including but not limited to illegal drinking, illegal taking or selling of drugs, gambling or any other similar activities. Furthermore, the user agrees to insure that any necessary liquor license are obtained from the State of Michigan prior to serving any alcoholic beverages on the premises.

10. The Alcona Township Hall is a Smoke Free Hall. Any evidence of smoking including but not limited to cigarette butts, burn marks or smoke residue on windows or in the air, is enough reason for the Township to keep users security deposit.

Date _____

Signature of User, Representative of Group Using Hall

Signature for the Township of Alcona

Receipt is acknowledged of the sum of _____

Bill McCoy, Custodian
989-471-5095

HOLD HARMLESS AGREEMENT

_____ ASSUMES THE ENTIRE RESPONSIBILITY AND LIABILITY FOR LOSSES, EXPENSES, DEMANDS AND CLAIMS IN CONNECTION WITH OR ARISING OUT OF ANY INJURY, OR ALLEGED INJURY (INCLUDING DEATH) TO ANY PERSON, OR DAMAGE, OR ALLEGED DAMAGE, TO PROPERTY OF OWNER OR OTHERS SUSTAINED OR ALLEGED TO HAVE BEEN SUSTAINED IN CONNECTION WITH OR TO HAVE ARISEN OUT OF OR RESULTING FROM THE PERFORMANCE OF THE WORK OR OPERATIONS OF _____, ITS SUBCONTRACTORS, AGENTS, AND EMPLOYEES, INCLUDING LOSSES, EXPENSES OR DAMAGES SUSTAINED BY _____, AND AGREES TO INDEMNIFY AND HOLD HARMLESS _____, ITS AGENTS, AND EMPLOYEES FROM ANY AND ALL SUCH LOSSES, EXPENSES, DAMAGES, DEMANDS AND CLAIMS AND AGREES TO DEFEND ANY SUIT OR ACTION BROUGHT AGAINST THEM, OR ANY OF THEM, BASED ON ANY SUCH ALLEGED INJURY OR DAMAGE, AND TO PAY ALL DAMAGES, COST AND EXPENSE IN CONNECTION THEREWITH OR RESULTING THEREFROM.

THAT WITHIN THE CONFINES OF A GOVERNMENTAL FUNCTION OF _____ ASSUMES THE ENTIRE RESPONSIBILITY AND LIABILITY FOR LOSSES, EXPENSES, DEMANDS AND CLAIMS IN CONNECTION WITH OR ARISING OUT OF ANY INJURY, OR ALLEGED INJURY (INCLUDING DEATH) TO ANY PERSON, OR DAMAGE, OR ALLEGED DAMAGE TO PROPERTY OF OTHERS, SUSTAINED OR ALLEGED TO HAVE BEEN SUSTAINED IN CONNECTION WITH OR TO HAVE ARISEN OUT OF OR RESULTING FROM THE PERFORMANCE OR OPERATIONS OF _____ AS A GOVERNMENTAL FUNCTION, ITS AGENTS, AND EMPLOYEES, INCLUDING LOSSES, EXPENSES OR DAMAGES SUSTAINED BY THE _____, AND AGREES TO INDEMNIFY AND HOLD HARMLESS THE _____, ITS AGENTS, AND EMPLOYEES FROM ANY AND ALL SUCH LOSSES, EXPENSES, DAMAGES, DEMANDS AND CLAIMS AND AGREES TO DEFEND ANY SUIT OR ACTION BROUGHT AGAINST THEM, OR ANY OF THEM, BASED ON ANY SUCH ALLEGED INJURY OR DAMAGE, AND TO PAY ALL DAMAGES, COST AND EXPENSES IN CONNECTION THEREWITH OR RESULTING THEREFROM.

ENTITY NAME

WITNESS

SPONSOR/CONTRACTOR

WITNESS

DATE