

HISTORIC TOWNSHIP HALL RENTAL

Hall Location: 27625 CR 375, Paw Paw, MI

STEP 1:

Date of Application _____

Date of Rental _____

Type of Rental Use: _____

Name of Applicant or Organization _____

Address _____, City _____ State _____ Zip _____

Phone Number _____ E-Mail Address: _____

Event Time: Beginning: _____ Ending: _____ Time to Open Hall for Setup: _____

I have read and understand the Township Hall User Policy

STEP 2:

- ✓ Read Township Hall User Policy and Waiver Agreement. Sign completed application and liability release waiver.
- ✓ Send forms to: Almena Township Hall, 27625 CR 375, Paw Paw, MI 49079
- ✓ If approved, applicant will be notified with a copy of this form mailed back, date of rental noted.
- ✓ Payment of \$450 is required to confirm the reservation. The rental fee is \$225 and the security deposit is \$225.
- ✓ Any reservations and/or cancellations should be made at least 2 weeks in advance of your rental date.

<u>Office Use Only Below This Line</u>	Date Rental/Security Deposit Received		
Approved By: _____ / _____ / _____			
<u>STEP 3:</u>			
Inspection of hall prior to rental date by rental agent and renter to confirm hall condition. An inspection is completed after each event by the rental agent and the security deposit is returned if the hall is found to be clean and free of damage. Meeting will be scheduled to complete inspection form below.			
Date Checked : _____ (prior to rental) Date checked : _____ (after rental)			
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 5px;"><ul style="list-style-type: none"><input type="checkbox"/> - Heat/Thermostat Location, Refrigerator on<input type="checkbox"/> - Cleaning Supply Closet/Agent Contact Info<input type="checkbox"/> - Key Drop Area/Door Lock<input type="checkbox"/> - Hall in Clean Condition/Floor Clean<input type="checkbox"/> - Six Tables, 36 Folding Chairs<input type="checkbox"/> - Trash Empty/Outside Dumpster Identified</td></tr></table>	<ul style="list-style-type: none"><input type="checkbox"/> - Heat/Thermostat Location, Refrigerator on<input type="checkbox"/> - Cleaning Supply Closet/Agent Contact Info<input type="checkbox"/> - Key Drop Area/Door Lock<input type="checkbox"/> - Hall in Clean Condition/Floor Clean<input type="checkbox"/> - Six Tables, 36 Folding Chairs<input type="checkbox"/> - Trash Empty/Outside Dumpster Identified	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 5px;"><ul style="list-style-type: none"><input type="checkbox"/> -Furnishings in Place<input type="checkbox"/> - Cleaning Supplies in Place<input type="checkbox"/> - Key Returned<input type="checkbox"/> - Hall in Clean Condition/Floor Clean<input type="checkbox"/> - Six Tables, 36 Folding Chairs<input type="checkbox"/> - Trash Empty/In Outside Location</td></tr></table>	<ul style="list-style-type: none"><input type="checkbox"/> -Furnishings in Place<input type="checkbox"/> - Cleaning Supplies in Place<input type="checkbox"/> - Key Returned<input type="checkbox"/> - Hall in Clean Condition/Floor Clean<input type="checkbox"/> - Six Tables, 36 Folding Chairs<input type="checkbox"/> - Trash Empty/In Outside Location
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Renter Confirmation: _____

Rental Agent: _____

Release, Waiver, Indemnification and Hold Harmless Agreement

In consideration of being permitted to utilize the Historic Almena Township Hall and for other good and valuable consideration, the receipt and sufficiency of which I acknowledge, Undersigned agrees to the following:

Undersigned agrees to indemnify, hold harmless and defend Almena Township from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with the following:

The Undersigned’s presence at and/or use of the Almena Township Hall, and, any and all acts or omissions of Undersigned;

The presence at and/or use of the Township Hall by and agents, employees or contractors of the Undersigned and any and all acts or omissions of the Undersigned’s agents, employees or contractors;

The presence at and/or use of the Township Hall by any social guests and/or invitees of the Undersigned and, any and all acts or omissions of the Undersigned’s guests and/or invitees.

Undersigned waives for himself/herself and for his/her executors, personal representatives, administrators, assignees, heirs and next of kin, any and all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he/she may have or which may arise against Almena Township (including but not limited to the death of the Undersigned and/or any and all injuries, damages or illnesses suffered by the Undersigned or Undersigned’s property), which may, in any way whatsoever, arise out of, be related to or be connected with the Undersigned’s presence on or use of the Almena Township Hall. Almena Township shall not be liable for, and Undersigned, on behalf of himself/herself and on behalf of his/her executors, personal representatives, administrators, assignees, heirs and next of kin, expressly releases Almena Township from any and all such claims and liabilities.

Undersigned acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned acknowledges and agrees that he/she has read, understands and will at all times abide by all Township Hall rules and procedures and any other rules and procedures given by Almena Township personnel.

Undersigned expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. The election of any one or more remedy by Almena Township shall not constitute any waiver of Almena Township’s right to pursue other available remedies. This instrument binds Undersigned and his/her executors, personal representatives, administrators, assignees, heirs and next of kin.

Almena Township reserves the right to close the historic hall as dictated per CDC guidelines.

UNDERSIGNED:

Date: _____

Signature: _____

Print Name: _____

ALMENA TOWNSHIP
27625 CR 375
PAW PAW, MI 49079

Telephone: (269) 668-6910
Fax: (269) 668-6913

Office Hours
Monday, Wednesday, Friday
9 AM - 4 PM

Historic Hall User Policy

Adopted March 29, 2001 - Amended March 31, 2010 - Amended April 1, 2019

1. The Historic Hall is available for rent April 1st through October 31st for an individual, or for any qualified organization upon approval, excluding for-profit business enterprises or commercial activities. Funeral receptions do not require Board approval.
2. The maximum capacity for any event is sixty (60) people.
3. Applications for use of the Historic Hall are available from the Office Manager and should be made at least two (2) weeks in advance. A 48-hour notice is requested for funeral luncheons.

Application for rental will be executed in triplicate:

One copy to supervisor.

One copy to renter at time of approval.

Original application on file with the Township Clerk

4. The rental fee will be **\$225.00**. A security deposit of **\$225.00** is required. Both the rental fee and the security deposit must be paid in advance at the time the Hall is reserved.
 - a. The security deposit will be returned after the second Tuesday of the next month following rental date, and contingent upon the building and properties being inspected by a Township Official and found to be clean and free of damage, and return of building key or other Township property.
 - b. The deposit will be adjusted to reflect reasonable repair costs if damage or needed cleaning is required.
5. The rental fee may be waived by the Township Board for nonprofit organizations, or for any other purpose specified by the Board.
6. The Historic Hall is not available for use on any days which the Township requires use of the facility. The Historic Hall will be shut down for the winter and will not be available from November 1st through March 31st of each year.
7. Access to the basement of the Historic Hall is prohibited.
8. The kitchen is not inspected or equipped for meal preparation. The rental use is for light refreshments or carry in food. The kitchen is not equipped with dishes or flatware. We recommend that the renter use a catering service or potluck items. The renter must bring his or her own clean up supplies and containers for food.

Page 1 of 2. Continued...

9. The renter is responsible for returning all tables and chairs to their original places and removing all trash. Tables and chairs may not be removed from the premises. The hall must be left neat and clean.
10. Decorations and/or informational material are not to be taped, tacked, nailed, stapled or fastened in any way to the walls fixtures windows, doors or ceilings. Any and all decorations must be removed and facilities returned to original condition. No spray painting on the grounds or in the building. No open flame candles are permitted.
11. Alcoholic beverages are prohibited in the building or on Township property.
12. Smoking is prohibited inside the building or on Township property.
13. No rice, bird seed or confetti shall be thrown inside or outside of the premises.
14. The building will be opened and closed by an authorized person.
15. The Historic Hall usage does not include: garbage disposal, (any garbage must be placed in the outside dumpster), snow removal, telephone or use of any other office area.
16. Almena Township is not responsible for damage to or loss of any items left on the premises prior to, during, or following the event.
17. No person shall deposit or abandon any garbage, sewage, refuse, trash waste, or other noxious material on said property. Dogs or other animals or pets are not allowed in the building, not to be tied up outside of the building or allowed to run loose. Seeing eye dogs and dogs for the handicapped accepted.
18. Parking or driving is allowed in designated areas only.

HISTORIAL HALL RENTAL DO'S AND DON'TS

- Do not use antique chairs hanging on walls.
- Do not move the piano
- Do not move wood stove
- Do not move display cabinet

Display cabinet and ALL display items are for your eyes only.

- No tape, tacks or nails are to be fasten in any way to the walls.
- Wipe down all tables and chairs that were used.
- Wipe out refrigerator.
- Clean floor. Damp mop and broom are in cleaning closet.
- All garbage containers need to be emptied in outside blue dumpster.
- Hall is to be left clean.

Pavilion

- Do not remove picnic tables from pavilion area.
- Put tables back in place if re-arranged when finished.
- Empty garbage in blue dumpster
- Kids outside need parental guidance.
- No rock throwing.
- No kids outside in gated memorial paver patio area.

This is a Museum of Almena, Cherish Our Special Monument!

Heat/Thermostat Location, Refrigerator on
 Cleaning Supply closet/Agent Contact Info
 Key Drop Area/Door Lock
 Hall in Clean Condition/Floor Clean
 Trash Empty/Outside Dumpster Identified

Furnishings in Place
 Cleaning Supplies in Place
 Key Returned
 Six Tables, 36 Folding Chairs
 Trash Empty/In Outside Location