

## **COPPER HARBOR COMMUNITY HALL/PARK RENTAL AGREEMENT**

This Agreement, made on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, by and between Grant Township, a political subdivision of Keweenaw County, MI, hereinafter known as the "LESSOR", and (name of Responsible Party) \_\_\_\_\_  
Hereinafter known as the "LESSEE", authorizes the LESSEE to occupy the premises known as the COPPER HARBOR COMMUNITY HALL/PARK, located at Second and Gratiot Streets, Copper Harbor, MI, for the date, time period, and purpose set out below:

TYPE OF EVENT: (Fill in type of event) \_\_\_\_\_

RENTAL PERIOD:

Beginning at \_\_\_\_\_ (AM)(PM) on (Month/day) \_\_\_\_\_ 20\_\_\_\_\_

And ending at \_\_\_\_\_ (AM)(PM) on (Month/day) \_\_\_\_\_ 20\_\_\_\_\_

RENTAL FEE:

**Community Hall with or without Park & Pavilion - \$350.00 \***

\*Note, park rental does not give you exclusive use of the entire park.

SECURITY DEPOSIT:

A security deposit of \$250.00 is required by any group, person or organization for use of the hall and/or park and pavilion.

After the event, the hall and/or park will be inspected by a Town Board Representative. Any damage or necessary cleaning will be charged to the security deposit. If more than \$250.00 in damages occur, you will be responsible for the balance. If all is deemed to show no damage or additional cleaning required, your security deposit will be returned to you in the form of a check.

The rental fee and security deposit is to be paid in full and accompany the rental agreement in order to secure the reservation. In the event of a cancellation 60 days prior to the event, the rental fee will be forfeited.

Please mail to: Grant Township, PO Box 76, Copper Harbor, MI 49918

CONDITIONS AGREED TO upon the signing of this contract by the responsible party are as follows:

1. Thirty (30) days prior to the event the Lessee will furnish proof of liability insurance (Accord form) coverage for the event. This may be mailed in or faxed to Grant Township (fax: 906-289-1029) by your insurance representative or agent.
2. Full compliance with ALL applicable State liquor laws including, but not limited to:  
(A) Assuring that intoxicated persons are not served and maintaining orderly conduct on the premises; (B) Preventing minors from possessing or consuming alcoholic beverages; (C) In general, conducting a safe and orderly event.

3. Only table top and free-standing decorations are permitted. No nails, tacks, tape, staples or other fastening items are to be used on the walls, woodwork, ceiling or light fixtures. All decorations must be completely removed and properly discarded when you vacate the building after the event.
4. The premises shall be left clean and returned in its original conditions. All refuse and garbage must be bagged securely in the orange *plastic* bags provided. If you require additional bags you may obtain these at the Gaslight General Store, 2 blocks down the street on Gratiot. Garbage bags must be secured and left on the kitchen floor, NOT on the carpet.
5. ANY LIQUIDS spilled shall be promptly cleaned up to prevent damage to the premises. (Cleaning supplies are provided in the cabinet beneath the sink.)
6. The KITCHEN AREA shall be left clean, in accordance with the "check list" posted on the kitchen wall for your convenience, and also included in the rental agreement.
7. Should you wish to donate any "unused" paper products (napkins, plates, cups) please store them in the appropriate kitchen cabinets.
8. All food and beverages brought into the hall must be removed before leaving.
9. If you are renting the park area you are responsible for trash and refuse removal.
10. ICE brought into the building shall be kept in LEAK PROOF containers and disposed of prior to leaving the building the day of the event.
11. Premises must be vacated no later than 2:00 AM on the day of the event.

The Township's Noise Ordinance law is between the hours of 10:00pm and 7:00am

In conjunction with State Law, this is a smoke free public building. NO smoking is permitted indoors. Cigarette receptacles are located outside the east and west entrances to the building.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_ 20 \_\_\_\_  
Grant Township

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_ 20 \_\_\_\_  
Lessee Representative Guaranteeing this Agreement

## Terms of Agreement

Renters are responsible for leaving the premises in the same condition as it was found. For your convenience, and as a reminder, please follow the check list below.

- Please do not remove the tables or chairs from the hall
- Remove all decorations
- Wash, dry and return all kitchen items to where you found them
- Clean oven and range top, if used
- Wipe/clean all counter tops, refrigerator and microwave
- Wash sink and empty strainer in the trash
- Clean coffee pots if used, and unplug coffeemaker
- Remove all food and beverage you have brought in, from the refrigerator and counters
- Remove all paper products (plates, napkins, cups) and plastic silverware. (If you wish to donate any of these "unused" items, you may store them in one of the appropriate cabinets.
- Remove all cans and bottles from the kitchen and premises
- Sweep kitchen floor. (Broom is located beside the fridge)
- Bag and secure all refuse and garbage in the orange plastic bags provided and leave on the kitchen floor, NOT on the carpet. If you need more bags, these can be obtained from the Gaslight General Store.
- If you have rented the park as well, please be sure all trash is picked up outside and discarded.
- Turn off all lights
- \*Cleaning supplies are located in the cabinet underneath the sink

THANK YOU FOR YOUR COOPERATION