

COPPER HARBOR COMMUNITY HALL/DONNY KILPELA MEMORIAL 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/DONNY KILPELA MEMORIAL PARK, located at Second and Gratiot Streets, Copper Harbor, MI, for the date, time, and purpose set out below:

LESSEE:

Name: _____ Phone _____

Address: _____

Email _____

SCHEDULING

The township may prioritize events in the following order:

- 1) Township business - no rental fee
- 2) Township sponsored events, including previously approved annual events - fee may be waived for sponsored events
- 3) Community events open to the public – fee may be waived
- 4) Private events such as weddings, graduations, family events, baby showers, etc not open to the public.

Weddings or wedding related events - we are NOT a wedding venue. We do not have staff to service your wedding needs. If you want a small ceremony or dinner in the pavilion, you are welcome. If you want to hire a band, cater food, get a food truck, hire a bar tender, etc, we recommend visiting Copperharbor.org and contacting one of the local businesses.

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SECURITY DEPOSIT:

A security deposit of \$250.00 is required by any group, person or organization for use of the hall and/or pavilion. After the event, the hall and/or pavilion will be inspected by a Township 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 is 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 to secure the reservation. In the event of a cancellation LESS than 30 days prior to the event, the rental fee will be forfeited. Please mail to: Grant Township, PO Box 76, Copper Harbor, MI 49918

CHECKING IN/OUT FOR WEEKEND RENTAL:

Check in/checkout by designated person – on the day of your event, you will be checked in and will once again agree to the rules and schedule a checkout time. This will ensure that the hall and pavilion are cleaned up and you will have the opportunity to purchase additional trash bags if needed.

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

1. Profit making activities and outside events require special arrangements and approval
2. No weapons allowed on premises
3. The township board reserves the right to terminate event or prohibit further use if rules are not adhered to.
4. Thirty (30) days prior to the event the Lessee will furnish proof of liability insurance coverage for the event. This may be mailed in or emailed to clerk@granttownshipmi.org by your insurance representative or agent. NOTE: if serving alcohol, an additional liquor liability policy is required with limits not less than \$1,000,000 and naming the Township as an additional insured.
**** If the furnishing of alcohol is by sale in any form or manner, Renter must also apply for and obtain a Special License from the Michigan Liquor Control Commission and provide documentary proof thereof to the Township.**
5. Only tabletop 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.
6. The premises shall be left clean and returned to its original conditions. All refuse and garbage must be bagged securely in the orange plastic bags. If you require additional ORANGE 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.
7. NO RED LIQUIDS OR FOODS. ANY LIQUIDS spilled shall be promptly cleaned up to prevent damage to the premises. (Cleaning supplies are provided in the cabinet beneath the sink.)
8. 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.
9. Should you wish to donate any "unused" paper products (napkins, plates, cups) please store them in the appropriate kitchen cabinets.
10. All food and beverages brought into the hall must be removed before leaving.

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11. If you are renting the pavilion you are responsible for trash and refuse removal.
12. 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.
13. 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.
**** If the furnishing of alcohol is by sale in any form or manner, Renter must also apply for and obtain a Special License from the Michigan Liquor Control Commission and provide documentary proof thereof to the Township.**
14. Premises must be vacated **no later than 11:00 PM There is no overnight camping, parking, sleeping in the park, pavilion or in the community center.**
15. 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.
16. Renters should be aware that noise generated by their event could have an impact on the surrounding area. Music in the park must end by 10:00 pm unless special arrangements and approval are agreed upon by the board.
17. Park pavilion & picnic tables are available for use. The band shell and fire pits **ARE NOT** available for events unless special arrangements and board approval have been given ahead of time.
18. Tents can only be placed south of the pavilion – if any sprinkler lines are punctured, your party is responsible for the cost of repair.
19. No driving vehicles on the park grounds/grass. There is a parking lot on the east side of the park and a driveway on the west side of the park that can be used.
20. WIFI – standard visitor wifi is available to the general public, as well as the event. No other wifi is available
21. Renter must be at least 21 years of age to rent the Grant Township hall. Proper identification required.

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TYPE OF EVENT: _____

RENTAL FEE: Community Hall with or without Pavilion *

Full weekend, from Friday at 5:00 pm to Sunday at 9:00 am, with a Rental Fee of \$650 for non-resident, \$200.00 for Resident**, plus security deposit of \$250

Weekday, Sunday to Thursday rental rate of \$100.00 per day for non-resident, no fee for Resident**, plus a Security Deposit of \$250

RESIDENT VS NON-RESIDENT: Residents are defined as property owners in Grant Township and/or registered voters in Grant Township. Application needs to have proof attached to this contract. (Ex. Copy of Driver's License (include back side if updated address sticker in on back), voter ID, property tax bill)

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

** Events over 100 people and/or events that charge an admission, are not eligible for the reduced resident rate. They must pay full price.

Renter intends to furnish alcohol to its guests and invitees during the rental period and must obtain in advance a policy of liquor liability Insurance coverage with limits not less than \$1,000,000 and naming the Township as an additional insured. Renter shall provide documentary proof thereof to the Township.

If the furnishing of alcohol is by sale in any form or manner, Renter must also apply for and obtain a Special License from the Michigan Liquor Control Commission and provide documentary proof thereof to the Township.

Lessee hereby acknowledges that no alcoholic beverage will be furnished by Lessee.

Date _____ Start Time: _____ End Time: _____

SIGNED _____ DATE ____ / ____ / 20 ____ .

Lessee Representative Guaranteeing this Agreement

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CHECKLIST

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 pavilion 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