

CHARTER TOWNSHIP OF PORTSMOUTH

HALL RENTAL LEASE  
(A SMOKE FREE ENVIRONMENT)

LESSOR: Portsmouth Township 1711 W. Cass Ave. Rd. Bay City, MI 48708 (989-892-7221)

LESSEE: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

PREMISES LEASED: Township Hall (first option on use of Pavilion) 1711 W. Cass Ave. Rd.

DATE OF RENTAL: \_\_\_\_\_

HOURS OF USE: Open time \_\_\_\_\_ Close 11:00 p.m. (no exceptions)

**AN ADDITIONAL RENTAL FEE OF \$150.00 WILL BE CHARGED TO LESSEE FOR FAILURE TO VACATE AT 11:00 P.M. IF THE CHARGE IS NOT PAID WITHIN 10 DAYS FOLLOWING THE RENTAL, IT WILL BE ADDED TO THE WINTER TAX BILL OF THE LESSEE.**

At the time of signing a security/damage deposit of \$ \_\_\_\_\_ is required. This deposit will be applied (at the option of the Township Board) to offset any damage caused by the lessee to the Township's property or it may be used to offset costs of conditions not met under this agreement. Any deposit due to the lessee will be refunded within 60 days of the event. The rental fee of \$ \_\_\_\_\_ must be paid in full 60 days prior to the rental date \_\_\_\_\_.

**CANCELLATIONS MADE LESS THAN THIRTY (30) DAYS PRIOR TO THE RENTAL DATE WILL RESULT IN THE FORFEITURE OF THE ENTIRE RENTAL FEE.**

LESSEE AGREES TO THE FOLLOWING CONDITIONS:

- (1) TO NOTIFY TOWNSHIP UPON SIGNING THIS CONTRACT WHETHER THEY INTEND TO USE THE PAVILION.
- (2) TO SURRENDER THE PREMISES AT 11:00 P.M. ON THE DAY OF THE RENTAL IN THE SAME CONDITION AS WHEN RENTAL COMMENCED.
- (3) TO NOT ASSIGN THIS LEASE NOR LET OR UNDERLET THE WHOLE OR ANY PART OF THIS PREMISES NOR MAKE ANY ALTERATIONS THEREIN WITHOUT THE WRITTEN CONSENT OF THE TOWNSHIP REPRESENTATIVE.
- (4) THAT THE LESSOR IS NOT LIABLE FOR INJURY TO ANY PERSONS, OR TOWNSHIP'S PERSONAL PROPERTY, ON OR ABOUT THE PREMISES, DURING THE PERIOD OF THE LEASE. NOR IS THE TOWNSHIP LIABLE OR RESPONSIBLE FOR THE CONDUCT OF ANY ACTIVITIES ON THE PREMISES. LESSEE SHALL INDEMNIFY THE TOWNSHIP FROM LIABILITY FOR INJURIES TO ANY PERSONS ON OR ABOUT THE PREMISES, AND SHALL FURTHER INDEMNIFY THE TOWNSHIP AGAINST ALL LOSS, DAMAGE, OR LIABILITY GROWING OUT OF THE LESSEE'S FAILURE OR DEFAULT IN THE OBSERVANCE OF ALL LAWS CONCERNING THE PREMISES, CONTENTS AND USE THEREOF, INCLUDING THOSE REGULATING THE SALE OR USE OF ANY INTOXICATING BEVERAGES ON SAID PREMISES.

(5) TO RESTRICT OCCUPANCY OF THE PREMISES TO THOSE PERSONS INVITED BY THE LESSEE OR OTHERWISE PERMITTED BY LESSEE TO ENTER AND REMAIN.

(6) TO SUPPLY THEIR OWN CLEANING SUPPLIES. (Broom, mop & pail are provided)

(7) TO BE RESPONSIBLE FOR CLEAN UP AS FOLLOWS:

- (a) Removal of all tape from walls & tables. \*\*\*\$10.00
- (b) Wash all table tops. \*\*\*\$10.00
- (c) Clean both sinks and refrigerator in kitchen area. \*\*\*\$25.00
- (d) Place all chairs on storage cart. \*\*\*\$25.00
- (e) Leave all tables standing. \*\*\*\$10.00
- (f) Remove garbage from hall and place it in dumpster behind building. \*\*\*\$25.00
- (g) Sweep or pick up all debris from hall floor. \*\*\*\$10.00
- (h) Remove any debris (caused by my event) from parking lot and grounds. \*\*\*\$25.00

\*\*\* The amount of deposit that will be withheld if these clean up procedures are not followed.

**I AGREE TO ALL OF THE ABOVE AND UNDERSTAND THAT IF I FAIL TO COMPLY WITH ALL OR PART OF IT MY SECURITY DEPOSIT WILL BE WITHHELD. I FURTHER UNDERSTAND THAT ANY COSTS IN EXCESS OF THE \$50.00 WILL BE ASSESSED TO MY WINTER TAX BILL. THIS INCLUDES ANY CHARGES FOR NSF CHECKS.**

LEASEE: \_\_\_\_\_ DATE: \_\_\_\_\_

REPRESENTATIVE FOR  
TOWNSHIP: \_\_\_\_\_