

Office use only:



# Pierson Township Hall Rental Contract

This contract for rental is a binding agreement between the following renter and the Pierson Township Hall.

Renter Information (Please print legibly):

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

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Date of Event: \_\_\_\_\_

<b>Pierson Township Hall Rental Rates</b>	
<b>Deposit to hold rental plus rates below:</b>	<b>\$50.00 refunded after rental/cleaned</b>
Day Rental Rate: Pierson Township Resident	\$100.00
Day Rental Rate: Non-Resident	\$125.00
Sunday PM Rental (beginning at 1 pm)	\$60.00 (Sunday pm/or any day with meeting block booked)
Meeting Only Rental	\$25.00 per 2 hour block (no kitchen use)

**Renter is required to set up and take down any chairs/tables used for all rental options.**

**Checks and money orders are to be made payable to: Pierson Township**

**Hall & Pavilion Dual Rental:** \$15 discount.  
Please complete both reservation applications for rules

**FOOD:** If Renter is utilizing the services of a caterer, the caterer is required to provide a copy of their Catering License or a copy of a ServSafe Certificate.

**ALCOHOL:** No alcoholic beverage sales are permitted on the premise. If alcoholic beverages will be served then the following shall apply:

1. If the Renter desires to serve alcoholic beverages through a serving establishment, then Renter shall provide the name of the serving establishment to the Township 14 days prior to the rental date.
2. If the Renter is providing their own alcoholic beverages, then Renter shall provide notice to the Township 14 days prior to the rental date.
3. Renter or serving establishment, whichever is applicable, will provide a certificate of insurance evidencing Special Event Liability that provides liquor liability coverage in the amount not less than \$1,000,000.00, per occurrence, to the Township 14 days prior to the rental date. The insurance certificate shall name as additional insured the Township, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
4. Renter will abide by all Michigan Liquor Control Laws. Renter acknowledges that the Michigan Liquor Control laws include, but are not limited to: minors are prohibited from consuming and/or serving liquor; bartenders are prohibited from consuming alcoholic beverages while on duty; alcoholic beverages are not to be served to any intoxicated person (visibly intoxicated or not); and no alcohol is allowed outside the building. For a Complete copy of the law, contact the Michigan Liquor Control Commission.

**SMOKING:** Smoking is strictly prohibited inside the Pierson Township Hall. Safe containers for butt disposal outside the door. Please do not leave butts on the grounds or parking areas.

**CLEAN-UP:** Clean up must be done inside and outside of the building and parking lot; this includes cigarette butts. Clean up consists of leaving the facility and its surroundings in a re-rentable condition. Including, but not limited to the following:

1. Tables and chairs must be washed free of food and/or spills.
2. Emptying all trash receptacles – main hall, kitchen and bathrooms. Place the trash in the dumpster which is located in the rear of the building.
3. Vacuum all carpeted flooring.
4. Sweep and mop – kitchen floor, bathrooms and (empty mop bucket in mop sink).
5. Clean the kitchen, kitchen sink and stove (including oven).
6. Trash, cigarette butts, broken balloon pieces, etc. need to be removed from outside of the building.
7. Before vacating the building, check to see if all lights are off.
8. **LOCK ALL DOORS AND WINDOWS!** Any door(s) and/or windows left unlocked or open when facility is vacated will result in loss of full deposit.

**DECORATIONS:**

1. Absolutely NO thumb tacks, nails, duct tape, packing tape or staples are to be used in decorating
2. No “command” strips, stickers or clips may be used on any wall surfaces. A set is available on the window sill only. Do not add additional strips.
3. Only transparent tape may be used. One roll is available in the kitchen for your use.
4. All decorations must be removed; this includes tape and/or putty on tables and chairs.
5. Confetti and glitter of any kind is prohibited in and around the hall.

\_\_\_\_(Initials) **Any damages to walls due to decoration violations will result in the forfeiture of deposit.**

The rental rate is based on a one day rental use on the reserved date and ending at 11 PM. The building must be cleaned and vacated no later than 11 PM. Cancellations may be made 10 days prior to a scheduled event with no penalty.

Overnight camping is prohibited on the premises. Automobiles may be left overnight but will need to be retrieved the following day.

\* A Commercial Coffee pot is available for a \$5.00 donation to Pierson Township Parks & Recreation (can be paid day of use). Please wash and leave apart to dry. Located in upper corner cupboard. Coffee not provided.

**KEYS: KEYS MUST BE PICKED UP DURING NORMAL BUSINESS HOURS. FAILURE TO PICK UP KEYS WILL RESULT IN THE LOSS OF THE \$50 RENTAL FEE; HOWEVER, THE RENTAL DEPOSIT WILL BE REFUNDED.** Keys can be placed in the drop box on the South side of the building near the door, unless special arrangements are made for repeat/weekly special use.

**GUEST RESPONSIBILITY and PERSONAL PROPERTY:** Renter is responsible for any situation involving their guest and/or attendees at the event. Pierson Township will not assume any responsibility for damage to or loss of any personal articles or merchandise left on its premises prior to, during or following the event.

**LEGAL USE:** Renter shall comply with all the laws of the United States of America and the State of Michigan, and with all ordinances of Pierson Township in its use, and will not permit any action on the premises in violation thereof. If there are any violations of the terms or conditions of this Agreement, Pierson Township shall have exclusive right to immediately terminate the rental without notice or refund, and Pierson Township may pursue all of the rights and remedies at law or in equity including, without limitation, the right to recover court costs, or attorney fees arising out of the Renter’s said use of the property and to indemnify and hold harmless from and against any judgment based on any such claims.

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INDEMNITY: In consideration of their use of the Pierson Township Hall facilities, building or grounds, the Renter and their guests and attendees releases, discharges, indemnifies and holds harmless, the Township, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof, from and against any and all loss, cost (including attorney's fees), damages, expenses from any and all claims for bodily injury (including death resulting therefrom and including statutory liability under worker's compensation laws to the fullest extent provided by law), personal injury or property damage from any source whatsoever arising out of the use of, occupancy of, operation of, conduct in or about, serving or furnishing of or consumption of alcoholic beverages in or around, or rental of the premises.

I have read, understand and agree to abide by the contract terms herein. I fully understand that I personally or our organization, if I am representing one, will be responsible for any and all damage and clean up. The Renter will pay for additional cost incurred by damages and/or clean up that exceeds the rental deposit.

If all of the terms of this contract are understood and accepted, the following is to be signed by the Renter listed above.

Renter signature \_\_\_\_\_ Date \_\_\_\_\_

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NOTE: There will be a \$25.00 charge per check for any returned checks due to insufficient funds. Deposit monies (check/money order) and this binding agreement are required to be received by the Pierson Township Hall within 2 weeks from the time the date was requested to reserve your event date. If not received within 2 weeks, the date will be forfeited. Deposit refunds will be refunded within 14 business days after the event providing there is not any damage and the hall is cleaned to a satisfactory condition. It is at the discretion of a Pierson Township representative to judge whether a full or partial refund is due.

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**A refund check will be mailed to the address listed below AFTER the hall has been inspected and approved.**

Hall refund check will be made out to: \_\_\_\_\_

Refund to be sent to this address (if different): \_\_\_\_\_

**For After Hours Questions, Concerns or Emergencies: please text Sara Burkholder, Clerk at 616-560-7927**  
Emergencies only: Dan Buyze, Supervisor at 616-366-1615

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**FOR OFFICE USE ONLY:**

**Contract & Deposit:** \_\_\_\_\_

**Rental Fee Check No. or Money Order No.:** \_\_\_\_\_

**Keys returned: YES / NO**

**Deposit (full or partial) refunded on:** \_\_\_\_\_

**Check No.:** \_\_\_\_\_

**Pierson Township Hall**  
**21156 W Cannonville Rd, Pierson**  
**Phone: 616-636-8570**

Office use only:

**Office Hours: Monday – Wednesday from 9 am – 4 pm**