Initial contact date: _____ Deposit required by: _____

*Deposit must be made within one week of initial contact date to hold reservation

Stone Hatchery Park Reservation/Lease Agreement

GREEN CHARTER TOWNSHIP

21431 Northland Dr.

Paris, MI 49338

The Stone Hatchery Park Premises has security cameras.

Rental Date _____, _____, 20___ full day, Day of the Week _____

Setup _____, _____, 20___ half day

Cleanup _____, _____, 20___ half day

LEASE AGREEMENT made _____ , _____, 20_____ by and between the Charter Township of Green, a municipal corporation, hereinafter designated LEESSOR and

LESSEE NAME:_____

LESSEE NAME:_____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: _____ E-MAIL: _____

EVENT:_____

Cancellation Policy: If the Lessee notifies the Township in writing within 90 days after the reservation was made, a full refund of the deposit will be given. The Lessee will forfeit the full deposit if notification of cancellation is given after 90 days. **Please initial here.**_____

THEREFOR, in consideration of the covenants and conditions hereinafter contained, IT IS HEREBYAGREED by and between the parties hereto as follows:

1. The LESSEE shall not damage, mar, deface, use tape in any manner, and will not drive nails, attach hooks, use tacks, or screws into any part of said building, and will not make any alterations of any kind therein, and that the LESSEE shall pay for or otherwise make good, or repair all damage to the building and property of LESSOR caused by LESSEE guest, agents, and/or employees during the tenure of the contract.

2. LESSEE will remove all trash and garbage generated during rental. All refuse must be removed and may be placed in Township dumpster before the keys are returned to the LESSOR.

3. The LESSEE shall be liable and responsible for all janitorial, maintenance and cleaning personnel necessary to prepare the premises for the next scheduled activity and/or any necessary repairs to be

completed in order to restore the premise to equal or better condition than prior thereto immediately following such activity, subject to inspection by the Township Clerk or Designated Party.

4. The LESSOR will be the sole judge of any damage and cost of repairs, where applicable, and may deduct these costs from said security deposit.

5. The LESSEE agrees to assume all responsibility for injury to persons on property.

6. NO ILLEGAL DRUGS are allowed on Township property. NO SMOKING inside Township building.

7. NO ALCOHOL consumption on premises unless waiver and insurance requirements are met.

8. Function may be policed by the MECOSTA COUNTY SHERIFF DEPARTMENT and/or the MICHIGAN STATE POLICE.

9. The LESSOR shall have the right to terminate this contract in its entirety or in part at the option of the LESSOR immediately upon the happening of the failure by the LESSEE to perform, keep and observe any of the terms, convents and conditions herein contained on part of said party to be performed, kept and observed.

10. The LESSEE shall not assign, transfer or sublet this lease of said premises or any part thereof, without written consent of the township.

11**. The LESSOR hereby lets and leases to the LESSEE, the Stone Hatchery Park Building between the hours of 7:00 AM** and **12:00 PM**. **ALL music SHALL CEASE at 11:00 PM**. All clean-up completed, lights turned out and electrical box locked by 12:00 PM.

12. Said premises may be rented to a Resident LESSEE for the purpose stated above and for no other purpose without written consent of the **LESSOR** for the sum of **$200.00** per day to be paid in advance. The Resident LESSEE shall also pay a Security Deposit, in advance, the sum of $**100.00**. Non-Resident LESSEE shall pay at a rate of **$300.00** per day to be paid in advance. The Non-Resident LESSEE shall also pay a Security Deposit, in advance, the sum of **$200.00**.

13. ALCOHOL WAIVER OPTION MUST BE SIGNED, IF LESSEE WILL BE ALLOWING CONSUMPTION OF ALCOHOL. PROOF OF INSURANCE IS REQUIRED. (Attach Waiver Form and Proof of Insurance to document)

14. The LESSEE shall not admit more than **200** persons. The passageways and emergency exits are to be kept clear at all times.

• “Attachment A” Stone Hatchery FYI must be signed and dated. •

This agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Michigan.

In Witness whereof, the parties have executed this lease as of the day and year first written above.

LESSEE: _____ Date: _____

LESSOR: _____ Date: _____

All Renters are responsible for their own rented materials/equipment security.

Rental Time: Date_____20___ to Date_____20___

Resident:

Deposit Fee $100 **Date Paid**_____

Rental Fee $200 **Date Paid** _____

Additional Time for Setup and/or Tear Down available at half day rates:

• Setup the day before in the afternoon –$100 **Date Paid**_____

• Cleanup done the next day finished by noon - Resident - $100 **Date Paid**_____

Non-Resident:

Deposit Fee $200 **Date Paid**_____

Rental Fee $300 **Date Paid**_____

Additional Time for Setup and/or Tear Down available at half day rates:

• Setup the day before in the afternoon – $150 **Date Paid**_____

• Cleanup done the next day finished by noon – $150 **Date Paid**_____

Total Rental and Deposit Fee: $_____

Official Use Only

Rental Fee	**Deposit**
Resident: $200__	Resident $100__
Non-Resident $300__	Non-Resident $200__
Cash __ Check__ Check #_____	Cash__ Check__ Check#_____

Official Use Only

Deposit:

Returned in Full__

Notes:

Damages Withheld $_____

Amt Received $_____ Less Damage $ _____ Amt Returned $ _____

Deposit to be refunded to:

NAME:_____
ADDRESS:_____
CITY: _____

ZIP: _____

PHONE: _____

STONE HATCHERY RENTAL INFORMATION

*Attachment A

GREEN CHARTER TOWNSHP 231 796-6201

In case of an emergency call 911. You are located at 21331 Northland Drive, Paris 49338

Capacity --- 200 people inside Stone Hatchery Building

Rental fees: Resident --- $140.00 Non-resident --- $240.00

Setup/take down rates are half the rental rate of each day used

- If you setup the day before and/or take down the day after, you are responsible for the safety & security of your own property or items you rent.

Deposit: Resident --- $100.00 Non-resident --- $200.00

*** *Deposit must be made within one week of initial contact date to hold reservation* ***

Deposit money will be returned after approved inspection of Stone Hatchery Park grounds & facility.

Required payment: * Deposit check (given within one week of initial contact date)
* Rental fees check due before event

Cancellation policy: If the Lessee notifies the Township *within 90 days* after the reservation was made, a full refund of the deposit will be given. The Lessee will forfeit the full deposit if notification of cancellation is given after 90 days.

REQUIRED SIGNED FORMS:

1. LEASE AGREEMENT --- Must be signed within one week of initial contact date to hold reservation
2. LIQUOR WAIVER --- Holding the Township harmless (township form)
3. INSURANCE WAVER --- Provided from your insurance company that you are providing alcohol.

Tables and chairs: Lessee is responsible to obtain/rent from a vendor – Township does not supply. Picnic tables on grounds are for outdoor use.

Restroom (Porta-Jons):
2 are provided - Lessee will lease & provide additional from vendor (ask Township for vendor contact info)

Miscellaneous
No open bon fires allowed on township property (including portable fire pits)
Pig Roaster must be used in designated area --- NOT INSIDE BUILDING.
Drinkable water is located outside of the building.
Please make sure all lights are shut off when you leave!

Cleanup
All trash & event debris must be removed from the Stone Hatchery building & grounds --- using your own garbage bags. Trash may be placed in the dumpster located behind the Township hall.
Stone Hatchery building floor should be swept &/or hosed down after event.

Walls

Do not write, mar or make holes on the walls of the building.

_____

Lessee Date

E-MAIL: _____