

**RENTAL AGREEMENT FOR THE
PERCH LAKE TOWNSHIP TOWN HALL**

Date of the Event: _____
Type of Event: _____
Number of Attendees: _____ (Approximately)

Renter Information.

Name of Renter: _____ Date of Application: _____
Address: _____
Daytime Phone: (_____) _____ - _____ Evening Phone: (_____) _____ - _____

Assumption of Responsibility. The Renter assumes full responsibility for the appropriate conduct of all the group members and Guests at the Hall during rental hours. The Renter also assumes full responsibility for any loss, breakage, or damage caused to the Hall, the Hall contents, or to the Grounds. The Town is not liable for any loss, damage, injury, or illness suffered during the use of the Hall by the Renter or the guests

Indemnification. The Renter agrees to defend, indemnify, and hold harmless the Town, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the Town, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Renter or Guests.

General Rules:

1. Renter is responsible for cleaning and maintaining the Hall after use including kitchen and bathrooms. Any dishes used must be cleaned and put away.
2. Tables and chairs must be returned to their original arrangement. No furniture may be removed from the building.
3. Renter is responsible for removal of their garbage. Township will not be responsible for refuse.
4. A maximum of 100 people may use the building at any one time.
5. The event must conclude by 10 PM.
6. Any alterations or decorations must be approved by the Rental Manager.
7. NO DRUGS, ALCOHOL, OR SMOKING ON THE PREMISES.
8. When moving furniture, lift tables and chairs.
9. Leave the large conference table in place. Refrain from using it for food preparation or serving.
10. No pets allowed.
11. Political signs are prohibited on the property.

Parking: Parking areas are marked with yellow stripes on the south, west, and north perimeters of the lot. The west side of the building, where marked, is reserved for CAFD personnel. Both entrances must remain clear at all times.

Usage Fee: (Cash or Money Order only)

_____	RESIDENT	\$50	per meeting or event
_____	NON-RESIDENT	\$100	per meeting or event
_____	PUBLIC/NONPROFIT	\$ 75	per meeting or event

By signing this agreement, the Renter agrees to all terms and conditions as stated. In addition they assume all responsibility for damages to the premises over and above normal wear and tear.

SIGNATURE/DATE

PERCH LAKE TOWNSHIP BOARD
CONTACT JEANETTE OLSON, RENTAL MANAGER 218-348-4980

For Office Use Only:

Payment _____ Cash _____ Money Order

Received _____

Date _____ Initials _____

Amount \$ _____