



- The rental fee shall be paid at the time of reservation. Fees can be refunded only if the township is notified of the cancellation at least 30 days prior to the date of the reservation.
5. **SMOKING INSIDE BUILDING:** The Menominee Township Hall is a SMOKE FREE building and it is the responsibility of the lessee to inform anyone smoking in the building that smoking inside is not permissible. Smoking is permitted outside only.
  6. **ALCOHOLIC BEVERAGES:** Lessee is responsible for assuring that all Michigan Liquor Laws are strictly complied with during the rental period. All alcoholic beverages and equipment must be vacated by 1:00 a.m. the date following the date of the lease. No barrels of beer, tubs, coolers etc. shall be permitted on the hardwood floor in the main room of the township hall. Lessee hereby assumes all risk for injuries or property damage sustained as a result of lessee's use of the Menominee Township Hall and lessee shall indemnify and hold Menominee Township harmless from any liability, damage, cost, council fees and expenses Menominee Township may suffer as a result of claims, disputes, demands, or judgments against Menominee Township arising out of lessee's use of the premises, or the use of the premises by others with the lessee's permission during the period stated above, whether caused by Menominee Township, its agents, contractors, employees, by lessee, lessee's guests or otherwise.
  7. **PROOF ON INSURANCE /AMOUNT OF RENTAL:** The Lessee shall provide Menominee Township with a certificate of liability insurance for the day of the rental naming Menominee Township as additional insured. (TO BE ATTACHED TO THIS AGREEMENT). The cost of the rental is required upon the signing of this lease. The key will not be released for hall set-up earlier than one day prior to the rental period.  
 AMOUNT OF RENT: \_\_\_\_\_  
 INSURANCE COMPANY: \_\_\_\_\_  
 POLICY NUMBER: \_\_\_\_\_
  8. **RENTAL PERIOD:** Beginning: \_\_\_\_\_ Time: \_\_\_\_\_  
 Ending: \_\_\_\_\_ Time: \_\_\_\_\_
  10. Menominee Township will NOT be responsible for snow removal.

**THE MENOMINEE TOWNSHIP BOARD**

\_\_\_\_\_  
 (TOWNSHIP AGENT)

\_\_\_\_\_  
 (DATE)

\_\_\_\_\_  
 (LESSEE)

\_\_\_\_\_  
 (DATE)

Lessee's Name, address and phone number to be printed below:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

- PLEASE RETURN THIS COMPLETED AGREEMENT WITHIN 15 DAYS.
- PLEASE MAKE CHECKS PAYABLE TO MENOMINEE TOWNSHIP.