

RENTAL AGREEMENT  
**PARK TOWNSHIP COMMUNITY BUILDING**

1286 Ottawa Beach Road (at the fairground)

RENTAL AGREEMENT for the Park Township Community Building on \_\_\_\_\_ subject to the following terms, conditions and restrictions:

DATE \_\_\_\_\_ TIME \_\_\_\_\_

Event setup and cleanup must be included in your rental time, no arriving early or staying late. Payment must be made at time of reservation.

1. \_\_\_ Building occupancy is only during the rental time indicated above. Park Township ordinance states that "it is unlawful for any person, whether in a motor vehicle or not, to be present in or be located within any designated Township park or municipal park or any other property owned by or under control of the Township between the hours of 10:00 p.m. and 7:00 a.m., local time.
2. \_\_\_ Attendance will not exceed 80 people. Groups over this amount are not allowed in accordance with IFC 2012 Michigan Fire Code. The individual or individuals renting this facility and **by signing the agreement bear full responsibility** and will be held accountable in adhering to these rules and taking an accurate count of attendance. Any violation of these conditions will result in forfeiture of the security deposit and immediate departure from the premises. This building is not handicap accessible or air conditioned, the bathrooms are in the basement. There are 6-6ft tables, 4-8ft tables and 80 folding chairs provided.
3. \_\_\_ No animals permitted unless specifically authorized herein.
4. \_\_\_ No cooking, crock pots or coffee pots allowed. Precooked food items only, example: takeout pizza, cake, sub-sandwiches.
5. \_\_\_ No individual, corporation, partnership, association, or other organization, whether organized for profit or not shall be allowed to use the building for the purpose of any activity which is intended to result in a profit, or which is for the purpose of conducting solicitation of funds, donations, bingo, or other activities designed to raise funds for any purpose.
6. \_\_\_ The renter agrees to save and hold harmless Park Township from any and all liabilities or responsibilities arising incident to the occupancy of the building or portion thereof, it is to be understood and agreed that Park Township assumes no obligation respecting the use of the premises or the renter.
7. \_\_\_ Activity(s) for which the building will be used is limited to: \_\_\_\_\_ (type of activity: birthday party, meeting, etc.)
8. \_\_\_ **\*A security deposit of two hundred dollars (\$200) is due and a rental fee of \_\_\_\_\_ (\$30 per hour for Park Township residents, \$50 for non-residents) needs to be paid when this agreement is executed. \*Reservations with a check payment must be made at least 14 days prior to rental date. Reservations with cash or a credit card payment can be made 48 hours in advance. The security deposit will be returned 3-4 weeks after the rental date, subject to the provisions of item ten (10) and inspection of the building. If a check is returned to us for non - sufficient funds a \$20.00 charge will apply. The fee for a lost key is \$100.00**
9. \_\_\_ The rental fee shall be retained unless notice of cancellation is received at least (10) ten business days prior to proposed rental date.
10. \_\_\_ The building and grounds will be left in the same or improved conditions as prevailed on arrival. All litter, refuse, foodstuffs, and disarray shall be cleaned out (i.e. decorating) before departure. When the building is vacated, all areas used shall be cleaned up, all equipment, and other items shall be returned to their proper place, all windows closed, all faucets turned off, and all lights turned off and all doors locked. Any expense to the Township to rectify breakage, replace missing items, extraordinary cleaning, or other Township action necessary to correct unsatisfactory conditions resulting from the rental activities shall be paid by the renter and shall be deducted, to the extent it is adequate from the security deposit. **gambling, alcoholic beverages, and smoking are prohibited.**

Park Township Offices  
52 152<sup>nd</sup> Ave  
Holland, MI 49424  
616-738-4244

Signed: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

**Call the Park Township Office at 616-738-4244, 24-36 hours prior to your event for building access information.**

**Emergency Contact: Ryan 312-7407**

Are you a Park Township resident? \_\_\_\_\_