Helena Township Community Center Contract

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Group/Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_

Phone Number (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room or Rooms Requested: \_\_\_\_\_\_\_\_\_\_\_ Event Open to Public or Private

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

Rental Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ($12 per hr) Paid by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit for Facility: \_\_\_\_\_\_\_\_\_\_ Paid by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checks made out to: **Helena Township**

Date deposit returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**No overnight camping, RVs, trailers, tents or any other outside shelters are allowed with rental of the building as per Helena Township Ordinance # 031308, which states "Camping overnight on any land or structure owned by the Township or under the Townships control is prohibited.”  In addition, use of the building for overnight sleeping purposes is prohibited.  Rental fees include only the gym and kitchen facility.  Failure to adhere to the afore mentioned rules will result in the forfeit of all deposit fees.**

**NOTE**: **DANGER—DO NOT ALLOW PILOTS ON STOVE TOP/OVENS TO GO OUT!**

**NOTE**: **NO CEILING DECORATIONS, LADDERS OR SCAFFOLDING**. No Helium Balloons Allowed, No Staples in Tables—Masking Tape only.

**NOTE**: **Basketball hoops may not be raised**.

**RE Alcoholic Beverages**: A **Certificate of Insurance for Comprehensive General Liability** in the amount of $1,000,000 per occurrence naming Helena Township as additional insured for the duration of the event and any use of the property related to the even, including placement of equipment or other personal property on Township Property when alcoholic beverages are present **is required**.

**RENTER is responsible for any and all damages, costs of repair, and/or replacement of equipment damaged during the rental period. There will be a designated person responsible for the building at each event. That person will be present at the inspection of the building if the township inspector deems it necessary.**

For Emergency or Questions Contact:

David Peterson, Clerk—(231) 676-2900 or Cathy Rice, Treasurer—(231) 331-6125

**CONTRACT VOID IF NOT RETURNED WITHIN 30 DAYS TO: Helena Township, PO Box 177, Alden, MI 49612**

**BUILDING KEY MUST BE PICKED UP BY NOON THE FRIDAY BEFORE WEEKEND EVENTS**

OVER

# WAIVER OF LIABILITY BY TENANT

Tenant will indemnify Landlord (Helena Township), and save harmless from and against any and all actions, claims, damages, liability and expense in connection with the loss of life, personal injury and/or damage to property arising from or out of the occupancy or use (including the serving and consumption of alcoholic beverages) by Tenant, of the leased premises (Helena Township Community Center), or any part of the Landlord's (Helena Township) property, occasional, wholly or in part by any act or omission of Tenant, their agents, contractors or employees.

**Duration and terms**

This agreement and lease shall be in effect from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_

20\_\_ at \_\_\_\_\_\_\_\_\_ am/pm until the \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

at \_\_\_\_\_\_\_\_\_ am/pm.

# TENANT/RESPON SIBLE PARTY

**HELENA TWP AUTHORIZATION**

Helena Township Community Center Rental Costs

**SINGLE DAY RENTAL COSTS**

Full Day $100 + $100 deposit (refundable)

By the Hour $12 per hour (kitchen and gym)

By the Hour $6 per hour (sports/gym only—no food or drink served)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WEDDINGS/LARGE EVENTS COVERING MORE THAN 24 HOUR PERIOD RESERVE**

Noon Friday – Noon Sunday

Resident $300 + $100 refundable deposit

Non Resident $500 + $100 refundable deposit

***Deposit must be made when making reservations.*** A cancellation of reservations must be made at least 30 days in advance of the reservation, or the deposit will be considered forfeited.

**KEYS ARE TO BE PICKED UP AT THE TOWNSHIP OFFICE ON FRIDAY BEFORE NOON THE WEEK OF THE EVENT.**

**KEYS ARE TO BE RETURNED TO THE DROP BOX LOCATED TO THE LEFT OF THE TWP. OFFICE DOOR UPON COMPLETION OF CLEAN-UP.**

**ALL EVENTS**

Seating for 200 (chairs and tables available for use)

Alcohol is allowed. Person who signs the waiver is responsible for any damage AND a $1,000,000 Certificate of insurance of Comprehensive General Liability naming Helena Township as additional insured is required BEFORE the event. Waiver must accompany contract if alcohol is being served or consumed on-site during event.

Kitchen is available for heating foods only. Preparing food requires a 1 day temporary permit from the Health Dept. in Bellaire.