

# Helena Township Community Center Contract

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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: \_\_\_\_\_ (\$6 per hr) Paid by: \_\_\_\_\_

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

Checks made out to: **Helena Township**

Fee for Decorator/Caterer: \$100 Paid by: \_\_\_\_\_

Steam table Deposit: \$ 75 Paid by: \_\_\_\_\_

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.**

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 WEDNESDAY BEFORE WEEKEND EVENTS**

**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.

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**TENANT/RESPONSIBLE PARTY**

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**HELENA TWP  
AUTHORIZATION**