

# Helena Township Community Center Agreement

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

Contact Person: \_\_\_\_\_ Helena Township Resident: Y / N

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Room(s) Requested: \_\_\_\_\_ Open to: Public or Private

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ (Including Set-up/Breakdown)

Rental Fee: \_\_\_\_\_ Paid by: \_\_\_\_\_ (Cash/Check/Card)

Deposit for Facility: \_\_\_\_\_ Paid by/Return To: \_\_\_\_\_

Checks made out to: **Helena Township** - Refund check will be mailed to address above.

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

Township Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

**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 facilities. 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.

**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 event, including placement of equipment or other personal property on Township Property when alcoholic beverages are present is required.

**RENTER** is responsible for 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.

**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 & LEFT IN TOWNSHIP DROPBOX**

12/8/2025

**For Emergency or Questions Contact:**

**Oryana Leffew, Clerk – 808-561-9636, or Butch Peebles, Supervisor – 231-590-3888**

**OVER**

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## 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 \_\_\_\_\_ 2025 at \_\_\_\_\_ am/pm  
until the \_\_\_\_\_ day of \_\_\_\_\_ 2025, at \_\_\_\_\_ am/pm.

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TENANT/RESPONSIBLE PARTY

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HELENA TOWNSHIP AUTHORIZATION

# Helena Township Community Center Agreement

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Full Day	\$100 + \$100 refundable deposit
By the Hour	\$12 per hour + \$100 refundable deposit

## **Weddings**

Noon Friday – Noon Sunday

Resident	\$300 + \$100 refundable deposit
Non-Resident	\$500 + \$100 refundable deposit

## **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 Twp 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.