

**ROSE TOWNSHIP  
OLD TOWNSHIP HALL RENTAL AGREEMENT**

*This Old Township Hall Rental Agreement ("Agreement") is entered into by and between Rose Township, a Municipal Corporation ("Lessor"), with an address of 9080 Mason Street, Holly, Michigan 48442; and Lessee below:*

**Old Township Hall location: corner of Franklin & Mason streets (off of Milford Road)**

The historic yellow building just north of the Township Offices (9080 Mason Street, Holly MI 48442)

Date of Request \_\_\_\_\_

Name of Individual or Group \_\_\_\_\_

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

Address \_\_\_\_\_

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

Rose Township Resident            Yes \_\_\_\_\_    No \_\_\_\_\_

Reservation Date \_\_\_\_\_

Event Start Time \_\_\_\_\_    End time \_\_\_\_\_    Set-up Time \_\_\_\_\_

1. **Purpose.** This Agreement between the Lessor and Lessee is for the rental of the Rose Township Old Town Hall ("Hall"), located at 9080 Mason Street, Holly, Michigan. The Old Town Hall is available for community events, meetings and gatherings.
2. **Fees.** Residents of Rose Township may rent the Hall free of charge for one day only. Non-residents of Rose Township may rent the Hall for \$300.00 per day.
3. **Deposit.** A deposit in the amount of \$200.00 is required by all Lessees at the time of signing the Agreement. The deposit shall be returned if the Hall is left in good order and clean following the rental. If additional cleaning is required, or damages occur, the deposit may be partially or fully withheld to cover the costs of cleaning or repair.
4. **Supplies.** Lessee shall provide any and all supplies needed for Lessee's event, including, but not limited to, trash bags, towels, soap, silverware, cups, glasses, pans, paper products, etc. Lessor should not be responsible to provide anything.
5. **Alcohol.** The Lessee SHALL NOT SERVE NOR ALLOW ANY INDIVIDUAL TO SERVE ANY ALCOHOLIC BEVERAGES in the Hall or anywhere on Lessor's property.
6. **Release and Indemnity.** Lessee agrees to assume all risk of loss to indemnify and hold the Lessor, its officers, trustees, agents and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments including costs, attorney fees, and witness fees, and expenses instant thereto, for injuries out of or in connection with this Agreement unless caused by the gross negligence or willful misconduct of the Lessor, its officers, trustees, agents, or employees. In the event that any damage or claim is made or suit is commenced against the Lessor, the Lessor shall give prompt written notice thereof to Lessee and the Lessee shall have the right to compromise or defend the same to the extent of its own interest.
7. **Capacity.** Per the Fire Marshall, the capacity for the Hall is as follow: Chairs: 128; Tables and chairs – 60 (combined count); standing only – 180. Any violation of the maximum capacity may result in penalties and or fines, including but not limited to: event cancellation, forfeiture of

deposit or municipal civil infraction.

- 8. **Animals.** With the exception of service animals actively engaged in providing services directly related to an individual's disability, all animals are prohibited within the Hall.
- 9. **Decoration guidelines.** Without prior permission, confetti, glitter of any type, and candles are prohibited. Nothing shall be attached in any way that may cause damage to the walls, tables or chairs.
- 10. **Compliance with Applicable Laws.** Lessee shall comply with all laws of the United States, the State of Michigan, and all ordinances, rules and regulations of the Lessor, and Lessee shall not do, or suffer to be done, anything at the Hall, or on Lessor's property in violation of such laws, ordinances or rules and regulations.

**SIGN AND RETURN THIS FORM TO THE TOWNSHIP OFFICES**

This Agreement is entered into on this date \_\_\_\_\_ and between the parties affixing their signatures below:

PERSON RESPONSIBLE (Lessee)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

TOWNSHIP (Lessor)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**CHECK OR CASH ONLY**

Make checks payable to: Township of Rose  
Mail or return to: Rose Township, 9080 Mason Street, Holly, MI 48442  
Questions: 248-634-8701

KEY IS AVAILABLE FOR PICK-UP 3 DAYS PRIOR TO RESERVATION (Hours: 8:30-4:30 MON-THURS)  
*Driver's License must be presented to get the key*

**KEY MUST BE RETURNED TO DROP BOX AT 9080 MASON STREET**

FOR OFFICE ONLY			
Deposit Received	DATE _____	AMOUNT _____	CK# _____
Non-Resident Rental Fee Rec'd			
	DATE _____	AMOUNT _____	CK# _____
Key Pickup Date _____	Key # _____	Issued by: _____	
Key Return Date _____	Checked in by: _____		
Date Deposit Ret'd _____	Check # _____	Staff Name _____	