

NEW HAVEN TOWNSHIP HALL RENTAL FORM

NEW HAVEN TOWNSHIP  
2705 EASTON ROAD  
OWOSSO, MI 48867

Township Representative for Hall Rental:

Joelle Cook  
2705 Easton Rd  
Owosso, MI 48867  
PHONE: (989) 743-4381 Ext 302  
Kosnakkye0@gmail.com

DATE \_\_\_\_\_

PERSON/ORGANIZATION APPLYING (Lessee) \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL PHONE NUMBER: \_\_\_\_\_

ADDRESS \_\_\_\_\_

TO BE USED FOR \_\_\_\_\_

TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE TO BE USED \_\_\_\_\_

ALTERNATE CONTACT PERSON \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL PHONE NUMBER: \_\_\_\_\_

**RENTAL PAYMENT OF \$ 150.00, SECURITY DEPOSIT OF \$ 100.00**

TO BE PAID BY CHECK OR MONEY ORDER TOTALING \$250.00 MADE PAYABLE TO THE NEW HAVEN TOWNSHIP TREASURER.

Check will be deposited. Security deposit will be returned upon inspection of the hall and completion, including signature, of inspection list. Please leave list at the hall upon departure.

Form revision date: June 13,2023 all other forms are considered null and void.

Please mail a copy of the rental agreement with check for \$250.00 to:

New Haven Township Treasurer  
PO Box 36  
Corunna, MI 48817

THE USER AGREES:

1. Renter must be eighteen years of age and a **resident of New Haven Township**, no sponsorship of non-residents.
2. Not to bring or consume alcoholic beverages on the premises.
3. The facility is not to be used for the sale of goods or merchandise unless authorized by the Township Board.
4. Bring own garbage bags, dish soap, towels dishcloths, etc. to clean sink or wipe off counters and tables.
5. To clean the premises and place all refuse in plastic bags and removed from the premises.
6. Make sure the stove is off and clean, and all things removed from the refrigerator and left clean.
7. To reimburse the township of New Haven for any damages to premises, building and equipment.
8. To use only the main hall, kitchen facility and restrooms.
9. To accept the premises in its present condition and return it in like condition. You will be responsible for all damages that occur or additional cleaning that may be required.
10. The undersigned Lessee agrees to hold harmless, defend and to indemnify the New Haven Township Board, its employees, representatives and agents from and against any and all claims, suits, personal injuries, death, property damage, environmental contamination, liabilities, damages, losses, costs or expenses (including reasonable Attorney fees) which may arise, be imposed, incurred or asserted against the Township arising directly or indirectly from any occurrence or use of the subject premises from any cause whatsoever.
11. The Township will not assume responsibility for any personal property left on the premises.
12. To allow a gathering no larger than 160 persons.
13. To vacate the premises at the scheduled times.
14. No personal property shall be on the premises other than during the rental period.
15. Not to attach posters or signs to the premises, except where pegboards are.
16. There shall be no decorations attached to the ceiling, walls, or lights.
17. To return all Township property to the designated storage spaces.
18. Hours available for rental are 8 a.m. to 11 p.m.
19. Candles shall not be used.
20. Not to permit bingo, erotic dancing, gambling, or illegal activities on premises.
21. Turn all lights off and make sure heat or air conditioning is set to recommended temps.
22. All windows and doors are shut and locked.
23. NO SMOKING inside the building. All cigarette remains outside are to be cleaned up.
24. The key will be available to lessee no earlier than 24 hours prior to the rental time as long as no other functions occupy the building.
25. The key will be returned upon arrangements with the township representative and deposit will be returned upon inspection from township representative.
26. Keys are not to be duplicated and should be reported if lost or damaged immediately.
27. Failure to cancel this agreement before 48 hours of the day of the event will result in a loss of \$ 100.00 taken from the security deposit.
28. Failure to comply with the above conditions shall result in the forfeiture of the deposit.

I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE TERMS OF THIS AGREEMENT:

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

(Lessee)

3 copies ---- renter, treasurer and file