

**RUDYARD TOWNSHIP PAVILION  
RENTAL AGREEMENT  
18725 S Mackinac Trail, PO Box 277, Rudyard, Mi 49780  
906-478-5041**

Applicant \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose \_\_\_\_\_

Date Requested \_\_\_\_\_ Time Requested: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

**INDEMNITY BY RENTER**

Renter will indemnify Rudyard Township and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and loss of or damage to property arising from or out of the occupancy or use by the renter of the leased premises or any part of Rudyard Township's property, occasional wholly or in part by any act or omission of renter, its agents, contractors or employees. Renter agrees to the terms of this Agreement.

\_\_\_\_\_  
Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Alcoholic beverages will \_\_\_\_\_, or will not \_\_\_\_\_, be served/sold.

\_\_\_\_\_ If served, Liability Insurance waiver on file with township.

\_\_\_\_\_ If sold, liquor license obtained from the State of Michigan & Liquor Liability Insurance on file with the township.

**Smoke Free Law:**

The Rudyard Township Buildings fall under the "Smoke Free Law" which states "Smoking is prohibited in public places and food service establishments which include any enclosed indoor area owned or operated by a state or local government agency and used by the general public. Therefore the renter is responsible to ensure the "Smoke Free Law" is followed and will be liable for any fines and/or penalties. Smoking is allowed outdoors.

Signature Required \_\_\_\_\_

+++++  
FOR OFFICE USE ONLY

Deposit \_\_\_\_\_ Date Pd \_\_\_\_\_ Rcpt# \_\_\_\_\_

Rental Fee \_\_\_\_\_ Date Pd \_\_\_\_\_ Rcpt# \_\_\_\_\_

**The Deposit and Rental Fee must be paid in full before the key is issued.  
The key will need to be picked up the business day before your event. Weekend rentals must pick key up on Thursday. Township office is closed on Friday.**

# **RENTAL RATES, POLICY AND PROCEDURES**

## **GENERAL RULES AND REGULATIONS**

1. If you sell or provide liquor, Michigan Liquor Law is enforced. Renters must apply for the license and have it displayed during the event. To apply for a liquor license call Michigan Liquor Control Commission, at 635-9451, or contact the Michigan Department of Commerce: State of Michigan Liquor Control Commission, P.O. Box 3005, Lansing, MI 48909 or phone (517) 322-1400. The renter will inform the township office prior to renting if alcoholic beverages will be served or sold. Renter will be responsible for control. If liquor is served or sold, the renter will provide the township with proof of **Liquor Liability insurance** (liquor bond) and will name Rudyard Township as an additional insured on the renters insurance.
2. **All functions or events will close no later than 1:00 a.m., and the building will be cleared by 2:30 a.m.**
3. Renters will be responsible for the correct use and proper care of all property rented. Complete restitution will be made to Rudyard Township for any damage or destruction to the rented facility or grounds. Damage to the building, or grounds, or its contents will be charged at replacement cost per item.
4. Equipment will remain in the building where it is assigned. If picnic tables are moved, they are to be returned to the same location they were found.
5. In the event additional cleaning is needed, the Township Clerk, or designee, will have the authority to negotiate an amount due for clean up and hire personnel to do the clean up using money taken out of the security deposit.
6. Rudyard Township will furnish electricity, and cleaning supplies for custodial purposes.

## **PAVILION CLEANING**

- Sweep & mop the kitchen & bathroom floors and sweep the pavilion floor.
- Wipe out the refrigerator after use, clean the stove inside and out. Clean and wipe dry the sinks and splash board, and countertops.
- All food and beverages must be removed from building, kitchen, and refrigerator/freezer.
- All garbage in the building and surrounding area will be picked up, bagged, and put into the dumpster provided.
- Replace trash bags in cans.
- Clean bathrooms.
- Shut off lights and lock all doors.

## **PARK PAVILION RENTAL RATES**

### **Security Deposit \$150**

*Payment of security deposit secures the date. Deposit will be refunded when the pavilion and grounds are cleaned and put back in proper order and there is no damage to the property. If renter is found in violation of the conditions of this contract all, or a portion of the deposit can/will be withheld. If the clean-up costs exceed the security deposit the renter will be charged the additional amount.*

### **5 HOUR RENTALS**

Pavilion with Bathrooms \$50    Pavilion with Kitchen & Bathrooms \$75

### **ALL DAY RENTALS**

Pavilion with Bathrooms \$75    Pavilion with Kitchen & Bathrooms \$100

- \* *Renters are responsible to provide their own tables and chairs.*
- \* *Rental is for day of event only.*
- \* *Arrangement must be made prior to the event if access is needed day before or day after event.*
- \* *We do not recommend decorating the night before.*
- \* *Return keys to the township office on the next business day or leave in the night drop outside of the office door.*

**PLEASE REMEMBER TO SHUT OFF LIGHTS & LOCK ALL DOORS**