

MIKADO TOWNSHIP PAVILION RENTAL AGREEMENT

IT IS HEREBY AGREED by and between (Name) _____
(Address) _____ (City) _____ (Zip) _____ (Phone) _____
hereafter called the Lessee, and the Mikado Township Board (Lessor), that the Lessee shall rent the PAVILION
for the following day(s): _____ for the Rental Fee of \$150.00 and
Security Deposit Fee of \$100.00 for the purpose of a Private Function.

1. **WITNESSTH THAT:** Lessor in consideration of the covenants made by Lessee herein, hereby leases to Lessee for the use of said Lessee only that property of the Mikado Pavilion, including Lessor's use of parking lot for Lessee and Lessee's guest and on the dates indicated above this paragraph.
2. **FEE:** Lessor upon payment of Rental Fee of \$150.00 plus a Security Deposit of \$100.00 agrees to permit Lessee to have exclusive use of the property described above.
3. **RESERVATION TERMS:** A Security Deposit of \$100.00 is required before any rental date *is confirmed*. Non-confirmed dates are on a first-come, first-serve basis. The Rental Fee of \$150.00 must be paid no later than one-(1)-week before the scheduled rental date. Security Deposit Refunds are approved at Township Board meetings held on the third Tuesday of each month and refunds are mailed the next day. Deposit refunds will only be issued to the person who signs the Rental Agreement. When mailing the Security Deposit and/or Rental Fee, the check/money order is to be written out to "**Mikado Township Treasurer**".
4. **DECORATION/SET-UP:** Lessee will be allowed to decorate no earlier than 4:30 p.m. on the Friday before the rental date after the hall briefing provided no other rental is taking place.
5. **MINIMUM AGE:** Lessee must be eighteen (18) years of age to rent the Mikado Pavilion and must provide proper identification.
6. **HOURS OF USE:** Said property is available for use beginning on Friday at 4:30 p.m.
7. **FOOD:** If Lessee is utilizing the services of a caterer, the caterer is required to provide a copy of their Catering License or a copy of their SERV Safe Certificate.
8. **DECORATIONS:** Only freestanding decorations may be used. Nothing is to be affixed to walls, ceilings, windows, doors, etc.
9. **CLEAN-UP:** Lessee is required to mop up any liquid spills during their rental time. Lessee needs to take all their belongings, empty garbage containers and clean all areas to leave as you received it. The lessee is required to pick-up any outside debris and cigarettes from the event.
10. **SECURITY:** It shall be the Lessee's responsibility to secure and maintain security at the sole expense of the Lessee. Lessee will inspect, prior to leaving the building, that all doors are locked.
11. **SMOKING:** Smoking is strictly prohibited inside property owned by Mikado Township. Smokers are to use the outside smoking containers and must be 10 feet away from all doors.
12. **LEGAL:** Lessee shall comply with all the laws of the United States of America and the State of Michigan, and with all ordinances of the Mikado Township in its use, and will not permit anything to be done on said property in violation thereof. If you violate any of the terms or conditions of this Agreement, the Mikado Township shall have exclusive right to immediately void this Agreement without notice or refund, and the Mikado Township may pursue all of the rights and remedies at law or inequity including, without limitation, the right to recover court costs and attorney fees. Lessee hereby agrees to indemnify and hold Lessor harmless from and against any and all claims, including and claimed litigation expenses, court costs, or attorney fees arising out of Lessee's said use of property and to indemnify and hold harmless from and against any judgment based on any such claims.
13. **CANCELLATION:** It is Mikado Township's policy for a cancellation of a Mikado Pavilion Rental is that notice must be received in writing, thirty – (30) – days prior to the rental date for refund of deposit. Cancellation Refunds are approved at the Township Board meeting held on the third Tuesday of each month and are mailed the next day.
14. **PERSONAL PROPERTY:** Lessor assumes no responsibility whatsoever for any property placed in or on said described property by Lessee and/or Lessee's guest and Lessor is hereby expressly released and discharged by Lessee from any and all liability for such loss. All personal property must be removed from

described property at the conclusion of the event.

15. MAIL: All required copies, certificates, Security Deposit, Rental Fee and any other correspondence are to be mailed to: Mikado Township, P.O. Box 60, Mikado, MI 48745-0060.

16. RIGHT OF REFUSAL: Any matters not covered by said rules and regulations in this Agreement shall be at the discretion of the Mikado Township, Lessor herein.

In Witness whereby, the Mikado Township, a Municipal Corporation, by its duly appointed officers or agent as Lessor and the Lessee named above have caused this agreement to be signed the date and year first above written.

Signed: _____ Date: _____

***** For Office Use Only *****

Date Deposit Paid	Receipt Number	Amount Paid	Received by Signature
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Date Rental Fee Paid	Receipt Number	Amount Paid	Received by Signature
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