

**PENTLAND TOWNSHIP HALL
RENTAL AGREEMENT
13105 CO. RD. 400
NEWBERRY, MICHIGAN 49868
906-293-8755**

This agreement, made this _____ day of _____, 20_____.

BY AND BETWEEN: PENTLAND TOWNSHIP, A Political Subdivision of Luce County, Michigan

LEASES TO: _____

(Name of person or group renting hall)

hereinafter the lessee, the building located on M-28, Fire # 15474, Newberry, Michigan, known as Pentland Township Hall, on the following terms:

1. RENTAL PERIOD: Beginning _____, 20__ at _____ AM/PM and ending _____, 20__ at _____ AM/PM.

2. SECURITY DEPOSIT (\$100.00): Security deposit shall be paid on booking, (NO REFUND FOR CANCELLATION). The lessee has paid \$_____ which amount shall be returned to the Lessee; provided the building is cleaned and no unreasonable damage has occurred. Deposit will be returned after Board approval. (The board meets on the second Tuesday of each month.)

3. PROOF OF HOME OWNERS INSURANCE AND AMOUNT OF RENTAL: The lessee shall provide Pentland Township

With proof of insurance, pay the amount of rent and sign the rental agreement before a key to the hall will be released. The key will not be issued earlier than one day prior to the RENTAL PERIOD.

AMOUNT OF RENTAL PAID \$ _____

INSURANCE COMPANY _____

POLICY NUMBER _____

4. Pentland Township will NOT be responsible for snow removal on weekends.

5. ALCOHOL: Alcohol (SHALL) (SHALL NOT) be served at this function. If alcohol is served the Lessee Shall:

A. Have two deputies or other law enforcement officers present at all times while alcohol is being consumed. (Please see attached list)

B. Complete the attached agreement for serving alcohol and return before receiving the key.

6. REASONABLE CARE: The leased premises and associated personal property shall be returned to Pentland Township in as good condition as when taken by the Lessee.

7. The Lessee shall not allow any illegal or hazardous activity to occur at the Pentland Township Hall while they are renting it.

8. Lessee will follow cleanup procedure and return attached statement with the key.

9. ALCOHOL MUST BE SERVED IN PLASTIC CUPS ONLY/EXCEPT BRIDE & GROOMS TABLE

TOWNSHIP AGENT: _____

Date _____

LESSEE: _____

Date _____

REFUND DEPOSIT _____
MAIL DEPOSIT REFUND TO:

Security Deposit: _____
Hall Rental: _____
Cleaning by Lessee yes/no (circle one)
cleaning by hall _____

**PENTLAND TOWNSHIP
LUCE COUNTY
NEWBERRY, MICHIGAN 49868
906-293-8755**

KITCHEN INVENTORY, AUGUST 6, 2015

DATE OF HALL RENTAL _____
NAME AND ADDRESS _____

RENTAL FEE _____
DEPOSIT _____
REFUND DUE _____
DATE INSPECTED _____

	SILVERWARE		UTENSILS
100	Butter Knives	4	Large Forks
100	Teaspoons	23	Sharp Knives
100	Forks	24	Serving Spoons
17	Tablespoons	2	Can Opener
3	Butter Servers	8	Tongs
3	Steak Knives	2	Bottle Opener
2	Paring Knives	4	Soup Ladle
4	Spatulas	1	Pasta Server

	POT & PANS		PLATES/BOWLS
3	Large, Med, Small Kettle/Lids	250	Dinner Plates
2	Cookie Sheets	250	Dessert Plates
2	Coffee Pots	12	Serving Bowls
15	Beer Pitchers	45	Soup Bowls
2	Electric Roasters	40	Platters
1	Med. Fry Pan	2	Punch Bowls
3	Veggie Trays	2	Punch Bowls Servers

	CUPS/GLASSES		MISCELLANEOUS
44	Glasses	2	Metals Carts
109	Coffee Cups	6	Garbage Cans/Lids
173	Coffee Saucers	2	Cutting Boards
22	Salt/Pepper Shakers	3	20" Floor Fans
		2	CO2 Tanks

	TABLES/UPSTAIRS		CHAIRS
8	12' Folding Tables	130	Black Chairs
2	8' White Tables	24	Brown Chairs
7	10' Folding Tables	12	2 10' & 10 folding tables w/seats (Downstairs)

PENTLAND TOWNSHIP HALL CLEAN-UP PROCEDURE

1. REMOVE ALL DECORATIONS-(TAPE, STAPLES AND TACKS) from walls, ceiling and tables.
2. RETURN ALL CHAIRS TO THE STORAGE ROOM-must be stacked neatly (the way that you found them)
3. FOLD AND RETURN TABLES TO SE CORNER OF DANCE FLOOR-do NOT put them in the storage room with chairs!
4. SWEEP AND MOP ALL FLOORS-there is floor cleaner in the basement utility room- ALL floors must be CLEANED COMPLETELY!!! Please **DO NOT** mop hardwood floors.
5. SWEEP BOTH ENTRANCES-there should be no debris from outside in the entryway.
6. EMPTY ALL GARBAGE CANS, REPLACE LINERS,AND HAUL GARBAGE AWAY-bring at least 6 liners to replace the used ones.
7. CLEAN BATHROOMS COMPLETELY, INCLUDING SINKS AND TOILETS-empty all garbage, clean floors (walls if necessary) clean up all messes from your party!!
8. CLEAN OUT MOP BUCKETS AND MOPS-rinse mops out completely and hang upside down to dry-empty mop buckets and rinse out.
9. KITCHEN UTENSILS /EQUIPMENT CLEAN AND RETURNED TO KITCHEN (ANY MISSING OR BROKEN ARTICLES WILL BE DEDUCTED FROM SECURITY DEPOSIT) put everything back the way you found it. Dishes put in cupboard, clean out sinks, clean stovetop, wipe countertops down. All large and small appliances should be cleaned completely.
10. SHUT AND LOCK ALL WINDOWS-lock the hall up, leave the key and leave kitchen inventory form and cleaning procedure form (with your signature) on the bar upstairs. We will inspect the hall Monday morning following your party.
11. CLEAN REFRIGERATOR, SINKS AND STOVE-wipe out the inside and outside of refrigerator, wipe stovetop completely, and clean sinks.
12. CLEAN ALL LITTER FROM PARKING LOT AND GROUNDS-absolutely no litter in the parking lot-pick up all cigarette butts!

FAILURE TO DO THE ABOVE WILL RESULT IN LOSS OF DEPOSIT

SIGNATURE OF LESSEE: _____

APPROVED: _____

DENIED: _____

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13105 CO. RD. 400
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906-293-8755**

**AGREEMENT FOR SERVING ALCOHOL AT
PENTLAND TOWNSHIP HALL**

LESEE _____

DATE OF FUNCTION _____

HOURS ALCOHOL WILL BE SERVED:

FROM _____ TO _____

The Lessee shall have two deputies or other law officers, approved by the Pentland Township Board, present at all times while alcohol is being served.

NAME OF DEPUTIES:

PRINT NAME

PRINT NAME

SIGNATURE OF DEPUTIES:

SIGN NAME

SIGN NAME

If alcohol is to be served, this agreement must be filled out and signed by the deputy or law officers performing this Service, before a hall key is released.

**DEPUTIES FOR LIQUOR ENFORCEMENT
(PARTIES/ RECEPTION/SPECIAL EVENTS)**

- | | |
|--------------------|--------------|
| 1. Linda Walker | 906-440-1575 |
| 2. Jeff Neimi | 906-586-3629 |
| 3. Michael Muscott | 906-293-1637 |
| 4. Bill Fountain | 906-586-6614 |
| 5. Greg Priestley | 906-293-5390 |
| 6. Daryl Tubbs | 906-291-1044 |
| 7. John Labadie | 906-287-1429 |
| 8. Kris Kangas | 906-322-6607 |
| 9. Corina Clark | 906-430-7021 |

\$100.00 FOR 6 HOURS PER OFFICER

\$25.00 ADDITIONAL PER HOUR, PER OFFICER AFTER 6 HOURS

****DEPUTIES TO BE PAID UPON ARRIVAL AT THE START OF THEIR SHIFT!**