

**MOORLAND TOWNSHIP AGREEMENT & PERMIT FOR USE OF TOWNSHIP HALL**

AGREED between the Township of Moorland and the Permittee, that the Permittee may use the Moorland Township Hall in accordance with the terms and conditions of this agreement and permit. The Permittee is identified as follows:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Event Date & Time:** \_\_\_\_\_

**Event Type & Est. # of persons attending:** \_\_\_\_\_

Permittee MUST be a township resident. Permittee agrees that the fees for the use of the hall are as follows:

**Damage Deposit: \$50.00 (will be refunded if no issues are found after event) Use Fee: \$50.00 (non-refundable)**

Permittee shall have use of the Township Hall, including the kitchen, bathrooms and assembly room, not including offices, fire department or other areas of the Office, for a four-hour period, as listed above. The said use shall be for the above purposes only. Said use to include tables and chairs normally kept at the Township Hall. All tables and chairs used must be put back to the original position after the event. Capacity for the Hall is 31 persons.

The Township reserves the right to enter the premises and every part thereof at all times during the use made by the Permittee, and reserves the right to continue general management of the premises, to prevent any and all misconduct and violation of the rules and conditions herein. The Township reserves the right to immediately revoke the permit and terminate Permittee’s privileges in the event of violation of any rules or conditions herein. The judgement of any Township representative exercising said right shall be final and conclusive.

**The Permittee shall adhere to the following rules and conditions:**

1. The premises shall be kept in an orderly and clean condition at all times.
2. There shall be no disorderly, boisterous, unduly loud, immoral or obscene behavior.
3. No Alcohol, No Drugs, No Smoking.
4. Parking is ONLY on the East side. Absolutely NO parking in front of the Fire Department garage doors or on the west side. Do not park on the grass.
5. There shall be no violation of any ordinance of the Township or statutes of the State of Michigan.

Violation of any of the above shall result in immediate revocation of this agreement and all persons shall be put out.

**CLEAN-UP** – Permittee shall clean all tables and chairs and return them to their original positions, put garbage and trash in outside dumpster, sweep/vacuum the floors and leave kitchen and bathrooms in an orderly manner.

**Damage Deposit** – The Township will retain the deposit until after the Permittee’s use and return same only if the following conditions are met:

1. The hall is left in an orderly manner.
2. No breakage or theft of any Township Hall article occurs.
3. Janitor Services are not needed.
4. All rules and regulations concerning protection of the premises and property of the Township are followed.
5. The outside doors are locked.

Permittee is responsible for damage expenses which exceed the damage deposit and will be billed accordingly.

**Use Fee** – is non-refundable and goes to the Township General Fund for use of the Hall as stated above.

Permittee agrees to indemnify and hold harmless the Township against any and all claims, damages, or liabilities arising out of Permittee’s use of the premises. This permit is not assignable. Any permit who attempts to assign this permit or allows the use of the Township Hall for other than the state purpose, or by persons other than the named Permittee shall forfeit any and all fees paid, and the permit shall be immediately revoked.

**Permittee Signed by:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**\*Key Pick Up:** To be determined upon reservation.

Office Hours: Monday, Tuesday, Thursday 9a-1p.

**Leave the key in the closet after your event.**