

Insurance Information

Insured Name _____

Address _____

(mailing address)

City/State/Zip _____

Insurance Company _____

Address _____

City/State/Zip _____

Policy Number _____

Lessee must attach a copy of the Insurance Certificate

Lease Conditions Lessee to Initial each condition when read

General

___ When leasing the Marenisco Township Hall, arrangements can be made between the Lessee and the Funeral Committee as to the availability of the hall.

___ Marenisco Township is not responsible for snow removal on weekends or after business hours. Snow shovels and Ice Melt will be available on site.

___ The use of tacks, nails or other puncturing devices for means of decorating is prohibited.

___ Any damage to Marenisco Township property or missing inventory items will be billed at actual cost to the Lessee.

___ The Lessee shall not allow any illegal or hazardous activity to occur on the premises.

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Serving Alcohol

___ The Lessee must take measures to restrict consumption of alcohol on the property to persons of legal age.

___ The Lessee must take all necessary actions to prevent intoxication, fighting, vandalism, and alcohol consumption by minors and / or intoxicated persons.

___ All parties serving (bartenders) alcohol must be 21 years of age.

Clean up

___ The Lessee receives the next day after the event for clean up purposes only! No food or alcohol is to be consumed in the hall on this day.

___ The Lessee will receive a copy of the clean up procedure. The Lessee is responsible to follow the clean up procedure, to receive cleaning deposit refund. Failure to clean up will result in deposit being forfeited.

___ Clean up must be completed by 2:00 p.m. the following day.

___ All garbage must be removed from the building and taken home at the end of your rental period.

Clean Up

Kitchen

All stove burners and ovens must be turned off, after use.
All dishes must be washed and put away.
All spills in the oven must be wiped out.
Decorations are to be removed and disposed of.
Thermostat is to be turned down to 65 degrees.
Tables and chairs used are to be put back (original location).
Dishtowels that were used are to be placed under sink in container provided.

Fan above stove must be turned off.
Stove and counter tops must be wiped out.
Sink areas are to be wiped out after use.
Floors must be swept and mopped.
Air conditioners turned off.
Remove trash.

Bathrooms

Cleaning supplies are located in the janitor's room off the big room. Toilets, sinks and floors should be cleaned in both women's and men's bathrooms. Remove trash from both bathrooms.

Hallway

All clothing left after a function is to be removed.
Floor mats are to be swept off and the floor around mats is to be swept and mopped.

Note: All garbage is to be removed from the property and any leakage is to be rinsed out of garbage cans.

Garbage tags are available for purchase from the township office during normal business hours.

Failure to follow the clean up agreement will result in loss of your cleaning deposit.

(Signed)

(Date)

(Approved)

(Date)

Check List

Copy of Insurance Certificate.

Hall Lease Agreement Signed

Applicable Insurance for Serving Alcohol

Lessee Agreement Signed

Hold Harmless Agreement Signed

Clean Up Agreement

Marenisco Township listed as additionally Insured

Rental Fee Paid \$ _____

Cleaning Deposit Paid \$ _____

Cleaning Deposit Refund

I _____ request that my cleaning deposit of \$ _____ be mailed to me at

_____, _____. I have returned the lease key and have cleaned the area leased, no inventory items are missing and no property damage has occurred.

(Signed) (Date)

Date cleaning deposit refunded _____
Amount refunded _____
Check number _____

Signed _____