**Harris Town Hall**

**LEASE AGREEMENT**

**Town Hall Caretaker**

**Cell phone: 218-398-5033**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Lease Agreement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Resident/$100\_\_\_\_\_\_ Non-Resident/$200\_\_\_\_\_\_\_\_\_\_

Date of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Hours: Start Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*RENTER MANDATORY RESPONSIBILITIES (renter please initial after each item):*

RENTER must sweep and/ vacuum floors after their use \_\_\_\_\_\_\_

RENTER must vacuum all carpeting after their use \_\_\_\_\_\_\_

RENTER must wash & put away any dishes used \_\_\_\_\_\_\_

RENTER must remove ALL garbage from the premises \_\_\_\_\_\_\_

RENTER must not use tape, tacks, nails, hooks, or place any holes in walls or ceiling \_\_\_\_\_\_\_

RENTER must *not* remove any Township items from the Township Hall \_\_\_\_\_\_\_

RENTER must leave the hall in meeting format (see diagram) \_\_\_\_\_\_\_

RENTER must complete check-off list denoting they cleaned all of the above \_\_\_\_\_\_\_

RENTER must not disengage the handicap door function \_\_\_\_\_\_\_

Confetti and glitter are **not** allowed in the town hall building or property \_\_\_\_\_\_\_

Smoking is **not** allowed in the Town Hall Building \_\_\_\_\_\_\_

**No** alcoholic beverages are allowed on Township property \_\_\_\_\_\_\_

The renter (leasee) must be on the property at all times during the rental time period \_\_\_\_\_\_\_

**Maximum Occupancy:**

**Meeting/Normal Maximum Occupancy: 120 people**

**Hall Event Maximum Occupancy: 77 people**

**Damage Deposit:** Failure to comply with the mandatory responsibilities of the Renter in the Town Hall Policy and Lease Agreement will result in a Non-Refund of deposit. The Board may seek additional reimbursement for any and all damages caused by Renter or their guests for not adhering to the Policy and Lease Agreement as outlined including, but not limited to, attorney fees, incurred by the Township and its officers. **Failure to follow all requirements of lease will result in the forfeiture of your deposit & your inability to rent the hall in the future.**

It is agreed that the Renter must comply with the following terms and conditions:

1. That the Renter assumes full responsibility and liability for damages to the Harris Town Hall and

 equipment, ordinary wear and tear excepted, as such might occur during their use of said property.

2. Rentals on any holiday (News Years Eve, New Years Day, Martin Luther King Day, Lincolns Birthday,

 Presidents Day, Veterans Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving,

 Day after Thanksgiving, Christmas Eve, Christmas Day) will be an additional $100 (on top of your rental

 rate).

3. It is understood by the Renter of the premises that **NO alcoholic beverages** are permitted on Township property and **NO smoking is allowed in the Town Hall Building**.

4. It is further understood that the signer of the lease agreement (renter) must be present when setting up, during the use of the premises, and at the time of clean-up. Such a presence is a condition for the use of the building on that specific date.

5. It is further understood that the Harris Town Board shall clear any entertainment, and that no music shall, at anytime, be in operation outside the Town Hall. No speakers, amplifiers, or sound apparatus shall be allowed outside or placed in the open doors or windows to produce sound outside of the Town Hall at any time.

6. It is further understood that Renter of said premises shall hold harmless the Town of Harris, the Town Board, and all agents of the Town of Harris for any injuries sustained to persons or property as a result of the use of the Town Hall premises under this agreement. Furthermore, the Renter shall indemnify the Town of Harris, the Town Board of Harris, or the agents of the Town of Harris for any damages or amounts paid the Town on behalf of the Renter, for damages which the Town of Harris as a result become liable due to use of said premises by the Renter.

7. Renter shall indemnify and hold harmless the Town of Harris, the Town Board, and all agents of the Town of Harris against any and all liability, loss, costs, damages, expenses, claims, or actions, including but not limited to attorney fees which the Township, its officers, employees, or agents may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Renter or Guests during the lease term, from injury to person or property.

8. The Town of Harris, the Town Board, and all agents of the Town of Harris shall not be held responsible for any property of Renters, or of their agents, employees, guests, assigns, or subleasees if left overnight or forgotten on premises, becomes lost or damaged.

9. If the Renter decides to **cancel** at any time before the date of use, it is agreed and understood they will notify the caretaker as soon as possible. If **no** notice is given to the caretaker, the deposit will be forfeited.

10. Please note that the Township Office is located within the Town Hall, therefore, Township supervisors

 May need to get into or work in the office.

11. No more than one (1) day rentals will be allowed. (Two day or more rentals are not allowed.)

12. Proof of township residency must be provided when signing the lease agreement.

13. **Town hall will close at 9:00 pm for all hall rentals, excluding board meetings.**

**By execution of this agreement, the Renter hereby agrees to comply with the terms and conditions hereof. \_\_\_\_\_\_\_**

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caretaker, Harris Township:

Name of Renter :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( print)

Renter Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Any comments:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Cash Receipt:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Return Deposit? YES\_\_\_\_\_ NO\_\_\_\_\_\_\_\_ |
|   |  |
| \_\_\_\_ $100 Resident rate + $100 deposit | If "YES", date mailed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| \_\_\_\_ $200 Non-residential rate + $200 deposit | If "NO",reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |   |
| \_\_\_\_ $100 Resident For-Profit activity rate; $100 deposit  | Rent Check # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Deposit Check # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| \_\_\_\_$200 Non-Resident For-Profit rate; $200 deposit\_\_\_\_$100 additional charge for any holiday rental (on top of the rental rate.) |  Key Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| \_\_\_\_ No charge - Memorial service of resident (proof of residency), Election and political campaigns during election years |  |
|  |  |