

Harris Town Hall LEASE AGREEMENT

Town Hall Caretaker
Cell phone: 218-398-5033

Name _____ Date of Lease Agreement _____
Address _____ Contact Phone # _____
_____ Resident/\$50 _____ Non-Resident/\$100 _____
Date of Event _____ Type of Event _____
Rental Hours: Start Time _____ End Time _____

RENTER MANDATORY RESPONSIBILITIES:

RENTER must sweep and mop 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.
RENTER must not use tape, tacks, nails, hooks, or place any holes in walls, flooring, or ceiling.
RENTER must *not* remove any Township items from the property.
RENTER must leave the hall in meeting format (see diagram).
RENTER must complete check-off list denoting they cleaned all of the above.
Smoking is **not** allowed in the Town Hall Building.
No alcoholic beverages are allowed on Township property.

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.

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. 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**.
3. It is further understood that during the use of the premises, the Renter herein shall be present. Such presence is a condition for the use of the building on that specific date.
4. 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.

5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. By execution of this agreement, the Renter hereby agrees to comply with the terms and conditions hereof.

Dated: _____ 20____

Harris Township:

Name of
Renter : _____ (print)

Caretaker

Renter Signature

Any comments:

Address

City / State / Zip code

Phone number

<p>Cash Receipt: _____</p> <p>_____ \$50 Resident rate + \$50 deposit</p> <p>_____ \$100 Non-residential rate + \$50 deposit</p> <p>_____ \$100 For-Profit activity rate + \$50 deposit</p> <p>_____ No charge - Funeral activities of resident, Election and political campaigns during election years, or law enforcement meetings for constituents</p>	<p>Return Deposit? YES _____ NO _____</p> <p>If "YES", date mailed: _____</p> <p>If "NO", reason: _____</p> <p>Rent Check # _____</p> <p>Deposit Check # _____</p> <p>Key Color: _____</p>
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