

CALEDONIA TOWNSHIP  
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## TOWNSHIP HALL RENTAL AGREEMENT

IT IS, HEREBY, AGREED by and between (Name) \_\_\_\_\_ ,  
(Address) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_ (Phone) \_\_\_\_\_,  
hereafter called the Renter and the Caledonia Township Board, that the Renter shall rent the  
Caledonia Township Hall for the following date(s): \_\_\_\_\_ For the purpose of a  
\_\_\_\_\_ (Wedding Reception; Banquet, Funeral etc.) for the Rental Fee of \$ \_\_\_\_\_ and a  
Security Deposit Fee of \$100.

• **WITNESSTH THAT:** Caledonia Township Board in consideration of the covenants made by the Renter, herein, hereby leases to the Renter for the use of said Renter only that property of the Caledonia Township Hall, including the Caledonia Township Hall's parking lot for the Renter and the Renter's guests and on the date(s) indicated above this paragraph.

**RESIDENTS VS NON-RESIDENTS:** Residents are property owners in Caledonia Township and application needs to have proof attached to this contract. (Copy of Driver's License (include back side if updated address sticker in on back), rental lease in township, or property tax bill)

• **FEE:** Upon payment of a full weekend, ① full weekend being from Friday at noon to Sunday at 9:00 am, with a Rental Fee of \$200 for non-resident, \$100.00 for resident or ② weekday Sunday to Thursday rental rate of \$50.00 per day. ③ Funeral for in township residents for \$1.00 for one day (Circle One) plus a Security Deposit of \$100, the Caledonia Township Board agrees to permit the Renter to have exclusive use of the property described above.  
**The rental fee and deposit are all due at the same time.**

• **RESERVATION TERMS:** The Rental Fee selected above and Security Deposit of \$100 is required before any rental date is confirmed. Non-confirmed dates are on a first come, first-serve basis.

• **DEPOSIT REFUNDS:** Refunds of deposits will only be issued to the person who signs the Rental Agreement and are pending custodian checkout approval. When mailing the Security Deposit and/or Rental Fee, the check/money order must be written out to the "**Caledonia Township Treasurer.**"

• **DECORATION/SET-UP:** Tables and Chairs shall not be stood upon and shall not be removed from the Township Hall. If additional decorating time is needed, please address it with the Hall Custodian.

• **FULL WEEKEND RENTALS:** All rentals need to be out by 9AM on Sunday.

• **MINIMUM AGE:** Renter must be twenty-one (21) years of age to rent the Caledonia Township Hall and must provide proper identification if questionable and/or requested.

• **HOURS OF USE:** Said property is available for use as included in the rental times, if more time is needed arrangements can be made through the hall custodian. Renter must shut off lights in restrooms, hall, hallway, bar, kitchen and janitor room and all other lights that are in use.

• **FUSE BOXES:** Fuse boxes can be located in the hall closet near the bathrooms and in the men bathroom behind the vanity/mirror.

- **FOOD:** If Renter is utilizing the services of a caterer, the caterer is required to provide a copy of their Catering License or a copy of a ServSafe Certificate prior to rental date. Brown tables must be used for hot food containers, electrical units, etc. No RED liquids.
- **DECORATIONS:** Only free-standing decorations may be used. No decorations are to be affixed to walls, ceilings, windows, doors, tables or chairs, etc. Tables and chairs shall not be stood upon and shall not be removed from the Township Hall.
- **CLEAN-UP:** Renter is required to mop up any liquid spills during their rental period. Boxes placed in the dumpster must be flattened. Dumpster must remain locked at all times. Renter must take all their belongings, empty garbage containers and put tables and chairs back in their original location. Renter must pick-up any outside debris and cigarettes from their event.
- **SECURITY:** It shall be the Renter's responsibility to secure and maintain security at the sole expense of the Renter. Renter will inspect, prior to leaving the building, that all doors are locked. Security cameras are located in and outside of the hall and may be in use during your rental period.
- **SMOKING:** Smoking is strictly prohibited inside the Caledonia Township Hall. Smokers must use the outside smoking containers and must be 25 feet away from all doors.
- **LEGAL:** Renter shall comply with all the laws of the United States of America and the State of Michigan, and with all ordinances of Caledonia Township in its use, and will not permit any action on said property in violation thereof. If there are any violations of the terms or conditions of this Agreement, Caledonia Township shall have exclusive right to immediately void this Agreement without notice or refund, and Caledonia Township may pursue all of the rights and remedies at law or inequity including, without limitation, the right to recover court costs, or attorney fees arising out of the Renter's said use of the property and to indemnify and hold harmless from and against any judgment based on any such claims.
- **CANCELLATION:** It is Caledonia Township's policy for the cancellation of a Township Hall Rental that notice **must be received, in writing, thirty (30) days prior to the rental date** for refund of the Rental Fee, otherwise, the rental fee will be forfeited. Security Deposits will be refunded regardless of timely notice of cancellation.
- **FUNERALS:** A daily rate of \$50.00 (verified in township resident rate by person signing contract) or \$100.00 (out of township rate) can be charged in short notice if there is not already a rental on the requested date. The required Friday-Saturday rental can be waived, and hall can be rented for a single use date under funeral circumstances. A deposit of \$100.00 is still required.

- **INSURANCE:**

**Private Function:** Renter hereby acknowledges notice that Caledonia Township is not providing Renter with "Host Liquor Liability" or "Liquor Liability" coverage. If the Renter furnishes alcoholic beverages at a private function, Caledonia Township strongly recommends that the Renter acquire appropriate liquor liability coverage. Renter shall submit to Caledonia Township evidence of general liability insurance (may be from Renter's homeowner's or renter's insurance, if appropriate) showing limits of liability not less than \$300,000, prior to the event. Renter agrees to comply with Paragraph (12) above. No alcohol is permitted outside the Township Hall.

**Event with Alcohol:** Renter hereby acknowledges notice that Caledonia Township is not providing "Host Liquor Liability" or "Liquor Liability" coverage whatsoever, nor is Caledonia Township to be considered a licensee when applying to the Michigan Liquor Control Commission (MLCC) for a special liquor license. If the Renter furnishes alcoholic beverages at the event, and persons attending the event are charged an entry fee, or are required to purchase tickets in advance, or Renter has a cash bar, then the Renter must provide evidence that they have complied with the Michigan Liquor Control Commission requirements. It is understood and agreed the Renter is the licensee of the liquor bond and shall have sole responsibility

for any and all liability relating to said license. Additionally, Renter shall obtain and maintain, at their sole expense during the duration of the event, general liability insurance with limits of liability not less than \$300,000 prior to the event. Renter further agrees to comply with Paragraph 12 above. No alcohol is permitted outside the Township Hall.

**Event with NO Alcohol:** Renter hereby acknowledges that no alcoholic beverages will be furnished by the Renter or consumed at Renter’s event. Renter shall submit to Caledonia Township evidence of general liability insurance (may be from Renter’s homeowner’s or renter’s insurance, if appropriate) showing limits of liability not less than \$300,000, prior to the event.

• **PERSONAL PROPERTY:** Caledonia Township assumes no responsibility whatsoever for any property placed in or on said described property by Renter and/or Renter’s guests and Caledonia Township is hereby expressly released and discharged by Renter from any and all liability for such loss. All personal property must be removed from described property at the conclusion of the event.

**MAIL:** All required copies, certificates, and any other correspondence are to be mailed to: Caledonia Township, P.O. Box 7, Spruce, MI 48762. Security Deposit, Rental Fee should be made out to the Caledonia Treasurer. These payments can be given to the Custodian.

**RIGHT OF REFUSAL:** Any matters not covered by said rules and regulations in this Agreement shall be at the discretion of Caledonia Township.

**IN WITNESS WHEREBY,** Caledonia Township, a Municipal Corporation, by its duly appointed officers or agent and the Renter named above have caused this Agreement to be signed on the date and year first above written.

**RENTER:** I agree to the above terms and conditions. I recognize and am fully aware that if I determine not to purchase separate “Host Liquor Liability” or “Liquor Liability” insurance for this event, I may be held solely and personally liable for damages or injuries that may result if alcoholic beverages are furnished at this event.

**I DO INTEND** or **DO NOT INTEND** to serve Alcohol at this event. (Circle One)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Township resident? \_\_\_\_\_

Purpose of Rental? \_\_\_\_\_

Agreement Updated Dec 2023  
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**For Township Use Only**

**STEP ONE:**

Check this box if proof of residency for in township rate is verified via Driver’s License, tax bill, or lease for discounted in township rate. Make sure verification is attached. If it is NOT verified at time of payment, you must charge full rate.

Date Fee Paid: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Check/MO Number: \_\_\_\_\_

Check/MO Received by: Signature \_\_\_\_\_

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**STEP TWO:**

Final inspection Completed: Yes or No

Refund of Deposit Approved? Yes or No If no, reason: \_\_\_\_\_

Check this box if rental was cancelled within 30 days **in writing** so refund can be processed.

Section completed by: Signature: \_\_\_\_\_