



**Borculo**  
**Community Center**  
6520 96<sup>th</sup> Ave Zeeland, MI 49464

Blendon Township  
7161 72<sup>nd</sup> Ave  
Hudsonville, MI 49426  
Office 616.875.7707  
[www.BlendonTownship-mi.gov](http://www.BlendonTownship-mi.gov)

## Rental Agreement

**Contract** – May not be reassigned, transferred, or sublet without the prior written consent of the Township.

**Payment** – Deposit is due at the time that the agreement is executed and payment of the rental fee is due when the key is picked up.

**Keys** - Lessee of the community center will be provided with one (1) key. Keys can be picked up at Township Hall before 5 pm the Thursday prior to the event, unless other arrangements have been made. Keys must be left on the kitchen counter. Any lost keys will result in charges for the re-keying of the locks.

**Tables & Chairs**— The community center has provided tables and chairs to accommodate approximately 256 occupants. These tables and chairs are all stored on rolling carts at the back of the community center. You are responsible for setting up/taking down tables and chairs for your event.

**Alcohol** – Is prohibited to the extent that a license from the Liquor Control Commission would be required. (No alcohol sales allowed or free alcohol where an admission is charged etc.).

**Smoking** - The community center is a smoke-free facility. No smoking in or around the center.

**All red colored drinks are prohibited inside the community center.**

**Clean up** – The lights are to be turned off and all the doors are to be locked when the event has concluded. The lessee shall be liable and responsible for all maintenance and clean-up necessary to restore the center to an equal or better condition than prior to the activity. All items belonging to the township and used by the lessee must be cleaned after usage. Table covers and decorations must be removed and all trash placed in dumpster.

**Damage** – A complete inspection of the facility will be undertaken the day after an event, or as soon as possible thereafter. If there is no damage the deposit will be returned in full. If there is damage the deposit or part of the deposit will be used to repair the damage and restore the Center to the condition prior to the rental agreement. If the deposit is not sufficient to repair the damage and restore the Center to its prior condition, the lessee will be invoiced for the cost of damages and restoration that exceed the amount of the damage deposit.

**Animals** - No animals or birds are allowed in the Center except for those needed to assist people in need

The lessee agrees to conduct activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and hold harmless the township against any and all claims for injury to persons or property arising out of the activities contracted by the lessee, its agents, members, guests or invitee.

Lessee agrees to acquire any and all permits and licenses that may be required by any Governmental authority and to pay any taxes; including amusement tax; incidental to the use of the premises under this lease. The Township does not take responsibility for any of your property or the property of your guests nor does it provide insurance for any of your property or that of your guests.

Lessee may cancel this agreement and receive a complete refund of the deposit by notifying the Township at least (60) days in advance of the lease date. Lessee will receive one half of the deposit paid if cancellation is made less than 60 days prior to the event but more than 30 days prior to the event. No refund of the deposit will be made to the lessee in the event that cancellation occurs less than 30 days in advance of lease date. Lessee's deposit will be returned if the Township cancels the agreement.

The Township reserves the right to terminate or rescind the contract in its entirety or in part of the contract immediately upon the breach of any of the terms of this agreement by the lessee.

*RENTAL AND DEPOSIT FEES ARE SUBJECT TO CHANGE IF THE LEASE AGREEMENT HAS BEEN INITIATED MORE THAN SIX (6) MONTHS PRIOR TO THE SCHEDULED EVENT DATE. ALL OTHER TERMS OF THIS CONTRACT MAY BE SUBJECT TO CHANGE BY NOTICE TO THE LESSEE PRIOR TO NINETY DAYS BEFORE THE DATE OF THE EVENT.*



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## Rental Agreement

### Rental Information

Date Requested \_\_\_\_\_ Type of Activity \_\_\_\_\_  
 Rental Time (including set up/clean up) \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm  
 Estimated Attendance \_\_\_\_\_

<u>Type of Use</u>	<u>Res. Deposit</u>	<u>Res. Rent</u>	<u>Non Res. Deposit</u>	<u>Non Res. Rent</u>
Family Activity	\$150	\$100	\$200	\$150
Weddings, Corp Parties, Etc.	\$400	\$350	\$450	\$400
Auctions & Commercial Events	\$500	\$400	\$500	\$400
Set up Fee*Excluding Holidays	N/A	\$50	N/A	\$50

### Applicant Information

Primary Contact Person \_\_\_\_\_ Contact Number \_\_\_\_\_  
 Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
 Secondary Contact Name \_\_\_\_\_ Contact Number \_\_\_\_\_

**I have received a copy of the rental policies and procedures and agree to the conditions listed.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Printed Name \_\_\_\_\_

<b>For Office Use Only:</b>	KEY # _____
Township Representative _____	Deposit Collected \$ _____ Cash/Check # _____
Rental Fee Collected \$ _____	Date Paid _____ Cash/Check # _____
Facility Inspected by _____	Condition _____