

Brown Township
Hall Rental Agreement

Date of Rental _____ Renter's Phone _____

Renter's name _____

Address _____ Resident/Property Owner
_____ yes no

(Deposit will be sent to this name and address)

The renter has received a copy of the rental instructions and agrees to follow all procedures. The renter will provide proof of a certificate of liability insurance in the amount of \$500,000.00 to be in effect on the rental date and agrees to hold harmless and to indemnify Brown Township from any claims resulting from use of the hall. The renter's deposit is refundable provided the hall is left in good condition based on the posted clean-up instructions. The Brown Township Board reserves the right to withhold up to 100% of the renter's deposit for cleaning/damage costs and to assess damage costs that exceed the deposit amount. Failure to provide certificate of liability insurance may result in loss of deposit.

Renter's Signature date signed

Rental Fee (Please make checks payable to: Brown Township)

_____ Renter has provided proof of an insurance indemnity policy as described above.

_____ (Resident) \$100.00 (\$50.00 rent plus \$50.00 deposit*) _____ deposit waived

_____ (Non-resident) \$200.00 (\$150.00 rent plus \$50.00 deposit*)

***Deposit is refundable if hall is left in satisfactory condition. (See instructions page.)**

Payment: _____ cash _____ check check number: _____

Agent of Brown Township signature Date

Office Use Only

Deposit refunded: Yes _____ Amount _____ No _____ Reason _____

Date _____ Check# _____ Clerk _____

Brown Township Hall

Instructions to Renters

The rental of the Brown Township Hall is available to township residents/property owners and to non-residents by reservation only. The rental agreement form, certificate of liability insurance and fee will be collected in advance. Make checks payable to: *Brown Township*. Checks for deposit refunds are issued at monthly board meetings.

General information

- The Brown Township Hall is furnished with folding banquet tables and folding chairs to accommodate up to 80 people. Several card tables and 4 picnic tables are also available. There is a full-size kitchen, microwave, large and small coffee makers and limited silverware and dishes.
- Paper towel, toilet tissue and cleaning supplies will be provided. **Trash disposal is the responsibility of the renter. Please bring your own trash bags and remove all trash from the property.** The bins in the parking lot are for recycle only.
- Snowplowing is available for an additional fee

Clean Up (The following must be completed for return of rental deposit.)

- _____ Dishes washed and put away. Coffee pots cleaned and unplugged.
- _____ Kitchen sink and counters cleaned, microwave, stove, oven, and refrigerator wiped cleaned.
- _____ All food removed from refrigerator and freezer. Unplug refrigerator and leave door open.
- _____ Water heater turned off. (Control is in kitchen closet.)
- _____ Tables returned to rack in the closet and chairs placed on the rolling rack in the main room.
- _____ Both bathrooms cleaned and trash removed.
- _____ All decorations removed. No tape marks or nail holes in walls.
- _____ All floors (kitchen, hall entries, bathrooms) swept and mopped.
- _____ Trash, including cigarette butts, picked up from grounds.
- _____ All trash from bathrooms and kitchen removed by renter. There is no on-site disposal.
- _____ Thermostat returned to 55 degree setting. Ceiling fans turned off.
- _____ All windows and mini-blinds closed. All doors locked and lights turned off.
- _____ Key is left on the kitchen counter.

Notice to Brown Township Hall Renters

Floor Care

The new flooring in the main hall was installed in March 2023.

In order to keep it looking its best, please follow these guidelines.

1. Sweep the front steps and entrance and shake out the floor mats to keep sand from being tracked into the hall.
2. Wipe up any spills as they occur.
3. At the end of your event, please use the micro-fiber dust mops and/or broom to remove as much sand and dry dirt as possible.
4. Use the mop bucket filled with warm water and ½ cup of ammonia to mop the floor.

Thank you for helping to take care of our Browntown Hall!