

# German Township Community Center

## Rental Information Sheet

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone/Cell Number \_\_\_\_\_/\_\_\_\_\_

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

Any Special Needs Requirements? \_\_\_\_\_

Would you like anything posted on our marquee about your event? If so, please state it here:

\_\_\_\_\_

Facility being rented: \_\_\_\_\_ Fee: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ Date: \_\_\_\_\_

### **For office use only:**

Event cleanup satisfactory? \_\_\_\_\_ Deposit Returned: \_\_\_\_\_

If not, state reason: \_\_\_\_\_

Posted on Calendar? \_\_\_\_\_

# German Township Community Center

## Rental Agreement

Name of Lessee: \_\_\_\_\_

The township center has agreed to rent their facility to the above-named lessee, as described on the rental information sheet, and it shall be rented for a maximum of twelve (12) hours on the designated date and for the sole purpose as described on the rental sheet, subject to the following terms & conditions and in compliance with the rules & regulations of the Center.

### Terms & Conditions:

- 1. Lessee shall pay a \$100.00 security deposit upon execution of this agreement, that shall secure the date of the event. This deposit may be returned to the lessee provided the area is cleaned and returned to its prior condition. Any cleanup or repair required after the event due to carelessness or neglect will result in the forfeiture of the deposit and could result in additional billing.**
2. Hall rental fees, based on size of facility rented, shall be paid a minimum of 7 days prior to the event.
3. Lessor is not responsible for providing anything beyond the tables and chairs, and trash receptacles and cleaning items, ie: brooms, mops, etc.
4. Lessee shall leave the facility in a clean, neat and orderly fashion at the end of the rental. All trash is to be placed in the dumpster and floors are to be swept/mopped as needed. (See #1)
5. German Township Community Center and its representatives shall not be held responsible for any bodily injury, property damages, or unlawful acts by parties referenced in this agreement or their guests.
6. Lessee shall use the facility in a manner as not to disrupt the activities or business of other occupants of the property.
7. Building contact information: Lucas (574)532-0606 or Tom (574)276-3764

German Township Community Center makes no guarantee as to the suitability of the premises for any specific use. In the case of an emergency, Act of GOD, mechanical breakdown or any other circumstance which makes the building unsuitable for use, the liability of the Center shall be limited to the refund of any rental fees paid.

This rental agreement/contract shall be binding when signed by all parties. Lessee shall pay the amount stated in the rental agreement according to the terms & conditions. Lessee agrees to indemnify and hold harmless lessor from and against any and all claims, liability damage, cost or expense which may result or be incurred by the lessee's use of the premises or arising out of any action by the lessee or their guest(s).

# **German Township Community Center Rules & Regulations**

1. All trash is to be placed in the dumpster, lights turned off, and all doors locked upon leaving for the evening.
2. Tables & chairs are there for your use and convenience and are to be put back where they were when your event is over.
3. All decorations, tape, string, confetti, candy wrappers etc. are to be cleaned up and placed in the dumpster, including anything outside the building. No glue is to be used on walls or other surfaces.
4. Alcohol is strictly prohibited by law.
5. Any disturbances where the police are called to respond, the entire party will be required to leave the premises.
6. No fireworks or firearms allowed on premises.
7. No excessively loud music.
8. Prior arrangements must be made with the property manager for the presence/use of live animals, ie. horse or zoo animals.
9. No tobacco use on premises is allowed.
- 10.No gambling activities allowed on the premises by state law; door prizes do not apply.
- 11.No climbing on trees or any other items located on the premises unless expressly designed for that purpose; ie: jungle gym.
- 12.Posted speed limits will be enforced.

Any violations of these rules & regulations will result in the forfeiture of any deposit paid for the rental use of this facility.

**I have read & understand the terms & conditions contained in this contract & agree to abide by them while myself & my guests on the premises.**

\_\_\_\_\_  
**Signature of Lessee**

\_\_\_\_\_  
**Signature of Lessor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**