

Security Deposit: _____
Rental Fee: _____
Copy of ID: _____
Insurance: _____
Liquor License: _____



VASSAR TOWNSHIP HALL RENTAL AGREEMENT

Please send a \$100 deposit within 10 days of making a request or your date will not be reserved.
The deposit **MUST** be a **CHECK** that is separate from the rental fee payment.

Send to: VASSAR TOWNSHIP HALL
CC: SARAH OSENTOSKI
4470 W. SAGINAW ROAD
VASSAR, MI 48768

PLEASE PRINT AND FILL OUT COMPLETELY:

APPLICANT'S NAME _____

ADDRESS _____ ZIP CODE _____

PHONE NUMBER _____ DATE OF APPLICATION _____

PURPOSE FOR USE _____

DATE TO BE USED _____ TIME: FROM 9 A.M. TO _____

CHARGE FOR USE: RENT \$ _____ DEPOSIT \$ _____

ALCOHOL WILL BE FURNISHED AT THIS EVENT: ☐ YES ☐ NO

***** THIS IS A SMOKE FREE FACILITY *****

** PLEASE READ CAREFULLY AND COMPLETELY BEFORE SIGNING **

You must comply with all the following terms and conditions. This agreement is not valid unless approved. You must abide by the rules and regulations given to you or ALL or a percentage of your deposit will be withheld. If damage exceeds your deposit, you will be charged according to the decision of the Vassar Township Board.

- FEE AND TERMS** In addition to the \$100 deposit (which must be a SEPARATE CHECK), payment of a rental fee must be paid to the Vassar Township Staff no later than 7 business days prior to your rental date. The rental fee for Vassar Township Residents is \$150. The rental fee for Non-Residents is \$300. If the entire balance is not received within the allotted time, you automatically forfeit your reservation rights, and said property is opened for other rentals. If you select the option indicating that alcohol will not be furnished at the event and it is later found that alcohol is present in the hall or parking lot, the full deposit will automatically be forfeited.

2. **MINIMUM AGE** You must be eighteen years of age to rent property from Vassar Township and provide proper identification (i.e. valid driver's license, valid passport, or valid state ID). If alcohol is to be furnished at the event, you must be at least twenty-one years of age and provide proper identification (i.e. valid driver's license, valid passport, or valid state ID).
3. **SET UP** Described property may be rented on the day prior to the reserved event for a maximum of four additional hours, for an additional fee of \$25 per hour. This time is for the purpose of decorating or set-up for the following days' event only. If a Township Board Meeting or Township Event is scheduled for that day, the Township event takes precedence, and set-up will not be allowed (*speak with Admin Assistant for list of Board Meetings and Township Events*)
4. **EVENT MANAGER** Vassar Township will assign an Event Manager to unlock and lock the Township Hall for rentals. No keys will be distributed to patrons under any circumstances.
5. **HOURS OF USE** All events and music must end by 11:00 pm.
6. **FOOD** Vassar Township and their employees are not responsible for food or drinks that are delivered ahead of scheduled activity or left after the activity.
7. **ALCOHOL** Alcohol may be furnished at events subject to the requirements of this Section. Approval to furnish alcohol must be specifically granted by the Township, in writing, and will only be provided after proof that all requirements of this section have been met. The following rules apply:
 - a. Alcohol may only be served by a licensed bartending company. Proof of licensure and authority to distribute liquor must be provided minimum of seven business days prior to the event. If proof of licensure and authority to distribute liquor is not given, alcohol will NOT be allowed at the event.
 - b. In addition to any other insurance required under this agreement, the licensed bartending company or licensed catering company must provide proof of liquor liability insurance in an amount no less than \$1,000,000. This proof must be submitted to Vassar Township no later than seven business days prior to the event.
 - c. The event operator and/or licensed bartending company or licensed catering company must obtain a temporary liquor license from the State of Michigan.
 - d. Alcohol may only be served to adults over the age of twenty-one, and they must present valid identification prior to being served.
 - e. Alcohol may only be consumed on premises and inside an enclosed structure. Alcohol may not be consumed outdoors or removed from the premises by anyone other than the licensed bartending company or licensed catering company furnishing the alcohol.
 - f. Service of alcohol may last no more than six (6) hours per event.
 - g. Service of alcohol must end no later than thirty (30) minutes prior to the end of the event.
 - h. If at any time, the licensed bartending company or licensed catering company deems alcohol consumption by any person or persons to be excessive, the company shall have discretion to immediately cease any or all alcohol services.
 - i. The Township may refuse to allow alcohol at any event if it deems the information provided by the event applicant insufficient, or if the applicant has a history of violations of this or any other Township policy or agreement.
 - j. If you select the option indicating that alcohol will not be furnished at the event and it is later found that alcohol is present in the hall or parking lot, the full deposit will automatically be forfeited.

In exchange for the privilege of using the Township facilities for the purposes indicated on the above dates and times, the Applicant signing agrees and promises the following:

8. **CLEAN UP** Applicant agrees to clean the Township Hall inside as well as the grounds and put trash into dumpster. To return the hall and premises to the condition in which it existed when Applicant's use began.
9. **DAMAGES** Applicant agrees to reimburse and pay the Township of Vassar for any damage to the premises, building, equipment and grounds caused by the Applicant's use. All tables and chairs will be inspected for damage after each rental. If damages are more than your deposit, you will be billed for the damages.
10. **OTHER AREAS** Applicant agrees to use only the assembly room, breakroom, and restrooms in said building during the above-indicated period.
11. **DECORATIONS** Applicant agrees to use only freestanding decorations. The use of flames, glitter, and fog machines are strictly prohibited. No thumbtacks or tape may be used on walls, doors or ceilings.
12. **SECURITY** It shall be the Applicant's responsibility to secure and maintain security. This shall be at the sole expense of Applicant. Vassar Township will not provide on-site security guards.
13. **SMOKING** Smoking/Vaping is strictly prohibited inside the building. Guests may only smoke/vape outside within posted designated areas.
14. **BUILDING CAPACITY** The number of attendees at any function shall not exceed 99 persons at any time.
15. **UNAUTHORIZED AREAS** Restricted areas of the Vassar Township Hall are labeled "Authorized Personnel Only" and are off limits to all Guests. Unauthorized persons found in restricted areas will be asked to return to the event location.
16. **INSURANCE** Applicant shall submit to Vassar Township evidence of general liability insurance (may be from homeowner's or renter's insurance or you may purchase Event Insurance through any insurance agency) showing limits of liability not less than \$1,000,000 prior to the event. **IF YOU ARE FURNISHING ALCOHOL AT THIS EVENT, YOUR INSURANCE MUST INCLUDE HOST LIQUOR LIABILITY.** Said insurance shall name Vassar Township as an additional insured (*See Sample on last page*).
17. **PERSONAL PROPERTY** Vassar Township assumes no responsibility for any property placed in or on said described property by Applicant or Applicant's guests and Vassar Township is hereby expressly released and discharged from any and all liability for such loss. All personal property must be removed from described property at the conclusion of the event.
18. **LEGAL** Applicant shall comply with all the laws of the United States of America and the State of Michigan, and with all ordinances of Vassar Township in its use. If Applicant violates any of the terms or conditions of this Agreement, Vassar Township shall have the right to immediately cancel this Agreement without notice or refund, and Vassar Township may pursue all of the rights and remedies at law or inequity including, without limitation the right to recover court costs and attorney fees.
19. **HOLD HARMLESS** Applicant agrees to indemnify and hold harmless the Township of Vassar against any and all liability to persons or property brought within the hall or upon the property of the Township by Applicant, its members, agents, or anyone acting on the Applicant's behalf.

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

21. **CANCELLATION** Should you decide to cancel your reservation, the amount received is refundable upon written request to Vassar Township for their approval, a minimum of thirty calendar days prior to the rental date. No rain checks or refunds will be given due to bad weather or late cancellations.

I agree to the above terms and conditions.

☐ I AGREE NO ALCOHOL WILL BE AT THIS EVENT.

OR

☐ ALCOHOL WILL BE FURNISHED AT THIS EVENT, AND I HAVE READ AND UNDERSTAND ALL THE REQUIREMENTS OF THIS AGREEMENT WITH RESPECT TO ALCOHOL.

Signature of Applicant Date

Vassar Township Approving Body Date

☐ Security Deposit Fee Paid \$100 - Check # _____ Date _____

Received by _____

☐ Rental Fee Paid \$ _____ Check # _____ Date _____

Received by _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux PHONE (A/C No. Ext): (530) 477-6521 E-MAIL ADDRESS: info@theeventhelper.com FAX (A/C No.): INSURER(S) AFFORDING COVERAGE INSURER A: Lloyds Syndicate 2623 INSURER B: Lloyds Syndicate 623 INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # AA-1128623 AA-1126623
INSURED John Smith and Jane Doe 123 Easy Street Anywhere, MI 48768		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			EH-771324-L3970471	10/04/2024 12:01 AM	10/05/2024 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES \$ 100,000
	<input checked="" type="checkbox"/> Host Liquor Liability						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> Retail Liquor Liability						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Deductible \$ 1,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO						BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder listed below is named as additional insured per attached CG 20 26 04 13. Attendance: 100, Event Type: Weddings and Wedding Receptions. Policy includes a 36 month Extended Reporting Period. Damage to Premises Rented (Other than Fire) included in the Each Occurrence Limit shown above.

CERTIFICATE HOLDER Vassar Township 4470 W. Saginaw Road Vassar, MI 48768	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Will Maddux
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

Name of Additional Insured Person(s) or Organization(s):

Vassar Township
4470 W. Saginaw Road
Vassar, MI 48768

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE**:

If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
2. available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Vassar Township Hall Rental Checklist

- ☐ \$100 Deposit – MUST BE A CHECK MADE OUT TO VASSAR TOWNSHIP (must be provided to Township within 10 days of submitting the rental agreement)
- ☐ A photocopy of Driver's License/Passport/State ID
- ☐ General Liability (Event) Insurance showing limits of liability not less than \$1,000,000 (must have Host Liquor Liability if alcohol is going to be served) (must be provided to Township minimum of 7 business days prior to the event).
- ☐ Rental Fee – Must be paid in full no later than 7 business days prior to event.
 - \$150 Resident
 - \$300 Non-Resident

IF ALCOHOL IS GOING TO BE SERVED:

- ☐ Proof of licensure and authority to distribute liquor from licensed bartending company (must be provided to Township minimum of 7 business days prior to the event).
- ☐ Proof of liquor liability insurance in an amount no less than \$1,000,000 from licensed bartending company (must be provided to Township minimum of 7 business days prior to the event).
- ☐ Licensed bartending company temporary liquor license from the State of Michigan if they do not have one already.