Inwood Township Hall Rental Contract

Inwood Township Hall Physical Address: (Address needed to be included on insurance riders)
Inwood Township
1040s County Rd 442
Cooks, MI 49817

Inwood Township Mailing Address: (Rental checks, contracts, insurance riders sent here)
Inwood Township
1191S County Rd 442
Cooks, MI 49817
Email: inwoodclerk@yahoo.com Website www.inwoodtownship.org

After- hour concerns or emergencies call or text: Robin Double, Clerk at 906-450-0286 or Supervisor Kelly Silkworth at 906-286-3483 or 906-644-2149

This contract for rental is a binding agreement between the following renter and the Inwood Township Hall.

Renter Information (Please print legibly):

Name: _____

Address: _____

Telephone No.: _____

Date of Event: _____

Type of Event: _____

Deposit fee of $100.00 is required to reserve the date, returned after inspection.

Rental fee required the week of/prior to key pick-up.

(_____) Any damages to walls due to decoration violations will result in the forfeiture of deposit.
Initial Here

* All hall rentals are required to provide proof of liability insurance coverage with a minimum limit of $300,000 for each day the facility is rented.
*Any additional day's cost $50 each day
*Rental is for (1) event-for each additional event- $100 more

Inwood Township Hall Rental Rates:
Resident
1 day — $150
(Wedding) 3 days — $300
Memorial -Free
50th Wedding Anniversary-Free
90-95-100 Birthday -Free

Non-Resident
1 day — $200
(Wedding) 3 days — $600
Memorial - $200

Hall amenities:
21 tables (8ftX30In)
127 metal folding chairs
19 non-folding chairs
14 picnic tables
2 conventional table top stove plates and pans
2 double ovens
3 full size refrigerators
30 Cup coffee pot
Microwave
Kegerator (CO2 not included)

Renter is required to set up and take down any chairs/tables used for all rental options. Renter supplies own dish towels, pot holders, wash rags etc.

Checks and money orders are to be made payable to: Inwood Township

NOTE: There will be a $25.00 charge per check for any returned checks due to insufficient funds. Deposit monies

(check/money order) and this binding agreement are required to be received by the Inwood Township Hall

Deposit refunds will be refunded within 14 business days after the event providing there is not any damage and the hall is cleaned to a satisfactory condition. It is at the discretion of Inwood Township representative to judge whether a full or partial refund is due.

Automobiles may be left overnight but will need to be retrieved the following day.

ALCOHOL: No alcoholic beverage sales are permitted on the premise. If alcoholic beverages will be served then the following shall apply:

1. If the Renter desires to serve alcoholic, Renter or serving establishment, whichever is applicable, will provide a certificate of insurance evidencing Special Event Liability that provides liquor liability coverage in the amount not less than $300,000, per occurrence, to the Township prior to receiving the keys.

2. Renter will abide by all Michigan Liquor Control Laws. Renter acknowledges that the Michigan Liquor Control laws include, but are not limited to: minors are prohibited from consuming and/or serving liquor; bartenders are prohibited from consuming alcoholic beverages while on duty; alcoholic beverages are not to be served to any intoxicated person (visibly intoxicated or not) For a Complete copy of the law, contact the Michigan Liquor Control Commission.

* Renter is responsible for all equipment necessary to use the kegerator, including CO2 tanks.

SMOKING: Smoking is strictly prohibited inside the Inwood Township Hall. A cigarette receptacle is provided outside of building.

CLEAN-UP: Clean up must be done inside and outside of the building and parking lot; this includes cigarette butts.

Clean up consists of leaving the facility and its surroundings in a re-rentable condition. Including, but not limited to the following:

1. Tables and chairs must be washed free of food and/or spills.

2. Emptying all trash receptacles – main hall, kitchen and bathrooms. (we provide garbage bags) **Please take trash with you**.

3. Set heat to 65 when you leave, Set Air conditioning at 75 when you leave

4. Clean the kitchen and kitchen sink.

5. Trash, cigarette butts, broken balloon pieces, etc. need to be removed from outside of the building.

6. Before vacating the building, check to see if all lights are off.

7. LOCK ALL DOORS AND WINDOWS! Any door(s) and/or windows left unlocked or open when facility is

vacated will result in loss of full deposit.

DECORATIONS:

1. Absolutely NO thumb tacks, nails, duct tape, packing tape or staples are to be used in decorating

2. No “command” strips, stickers or clips may be used on any wall surfaces.

3. Do not move pictures or wall decorations or take them down

4. All decorations must be removed; this includes tape and/or putty on tables and chairs. Tape can only be used on bottom half of the walls where wood is present and on windows.

GUEST RESPONSIBILITY and PERSONAL PROPERTY: Renter is responsible for any situation involving their guest and/or attendees at the event. Inwood Township will not assume any responsibility for damage to or loss of any personal articles or merchandise left on its premises prior to, during or following the event.

LEGAL USE: Renter shall comply with all the laws of the United States of America and the State of Michigan, and with all ordinances of Inwood Township in its use, and will not permit any action on the premises in violation thereof. If there are any violations of the terms or conditions of this Agreement, Inwood Township shall have exclusive right to immediately terminate the rental without notice or refund, and Inwood Township may pursue all of the rights and remedies at law or in equity 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.

INDEMNITY: In consideration of their use of the Inwood Township Hall facilities, building or grounds, the Renter and their guests and attendees releases, discharges, indemnifies and holds harmless, the Township, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof, from and against any and all loss, cost (including attorney's fees), damages, expenses from any and all claims for bodily injury (including death resulting therefrom and including statutory liability under worker's compensation laws to the fullest extent provided by law), personal injury or property damage from any source whatsoever arising out of the use of, occupancy of, operation of, conduct in or about, serving or furnishing of or consumption of alcoholic beverages in or around, or rental of the premises.

I have read, understand and agree to abide by the contract terms herein.. I fully understand that I personally or our organization, if I am representing one, will be responsible for any and all damage and clean up. The Renter will pay for additional cost incurred by damages and/or clean up that exceeds the rental deposit.

If all of the terms of this contract are understood and accepted, the following is to be signed by the Renter listed above.

Renter signature & Date_____

Your Deposit check will be mailed to the address listed on the check/money order AFTER the hall has been inspected and approved.

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FOR OFFICE USE ONLY:

Contract & monies received on: _____

Check No. or Money Order No: _____

Clerk Signature_____

Insurance Rider received _____

[Form Updated October, 2026]