

PORTAGE TOWNSHIP
PO BOX 70
CURTIS, MI 49820
906-586-9522
two pages

ADDENDUM # 1
RENTAL CONTRACT
CURTIS COMMUNITY BUILDING AND CURTIS LEARNING CENTER

This agreement made this _____ day of _____, 20____ BY AND BETWEEN: PORTAGE TOWNSHIP, a political Subdivision of Mackinac County, Michigan, leases to _____, herein after the lessee, the portion of the building located at W17353 Davis St., Curtis, MI known as the Curtis Community Building or the Curtis Learning Center located at W.17540 Main St., Curtis, MI on the following terms.

1. **RENTAL PERIOD:** Beginning _____, 20____, at _____ am/pm and ending on _____, 20____, at _____ am/pm.
2. **SECURITY DEPOSIT:** \$50.00 security deposit shall be paid on booking. **(NO REFUND FOR CANCELLATION).**

The Lessee has paid \$ _____ which amount shall be returned to the Lessee within thirty (30) days, provided

- The key is returned within 24 hours of the end of the event.
- The building is cleaned.
- No unreasonable damage has occurred.

3. **PROOF OF INSURANCE AND AMOUNT OF RENTAL:** The Lessee will provide Portage Township with Proof of Insurance showing the Township as an additional named insured in the amount of \$500,000.00, pay the amount of rental and sign this agreement before a key to the Curtis Community Building or Curtis Learning Center will be released. The key will not be released for the building earlier than one day prior to the RENTAL PERIOD.

AMOUNT OF RENT PAID _____
INSURANCE COMPANY _____
POLICY NUMBER _____

4. **ALCOHOL:** Alcohol (SHALL / SHALL NOT) be served at this function. **Note: alcohol is not permitted on the grounds of the Curtis Learning Center.** If alcohol is served at the Curtis Community Building the Lessee shall:

Lessee shall

- Have a contact / responsible person (s) approved by the Township Board and present at all time.
- Complete the attached agreement for serving alcohol and return this agreement prior to receiving a key to the building.

NO ALCOHOL CAN BE SERVED AFTER 12:00 A.M. (MIDNIGHT). BUILDING MUST BE VACATED BY 1:00 A.M.

5. **REASONABLE CARE:** The leased premises and associated personal property shall be returned to Portage Township in as good a condition as when taken by Lessee.
6. The Lessee will not allow any illegal or hazardous activity to occur at the Curtis Community Building or the Curtis Learning Center.
7. The Lessee will follow cleanup procedures (see ADDENDUM # 3) and return the attached statement with the key. If the Lessee prefers Portage Township to secure a cleaning service, a fee of \$200.00 will be payable at the time of this agreement. (continued on page 2)

8. No pets or animals of any kind shall be allowed in the buildings or hallways except leader dogs for the blind without prior approval.
9. Please keep noise and music to a minimum. There are neighbors close to the building.

I have read this contract and addendums and have received a copy of all documents:

SIGNATURE _____ Date _____

Township Official _____ Date _____

Receipt # _____ Amount \$ _____