

**GLEN ARBOR TOWNSHIP**  
P.O. Box 276 Glen Arbor, MI 49636  
Office 231-334-3539 ~~ glenarbor@glenarbortownship.com ~~ FAX 231-334-6370

**TOWN HALL LEASE AGREEMENT**

This LEASE AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the Township of GLEN ARBOR, a municipal corporation, hereinafter designated "Township" and \_\_\_\_\_, hereinafter designated the "Tenant", in consideration of the conditions hereinafter contained, IT IS HEREBY AGREED by and between the parties as follows:

1. The Township hereby Lets and Leases to the Tenant, the following described premises, Glen Arbor Town Hall at 6394 W. Western Ave., Glen Arbor, MI owned by Glen Arbor Township, for the following period: \_\_\_\_\_.
2. Said premises shall be used for \_\_\_\_\_.
3. The Tenant shall pay as rent the sum of \$ \_\_\_\_\_ to defray the cost of maintenance, utilities and upkeep.
4. The Tenant shall pay a security/clean-up deposit, in the sum of **\$500.00, in addition** to the rent, which shall be held by the Township during the term of this Lease, and in the event the Tenant fully and faithfully performs the covenants contained herein, said deposit shall be returned at the termination of the Lease minus the table and chair rental fee.
5. The Tenant shall pay a deposit of **\$500.00** before the Township Clerk will schedule the event on the Township Calendar. The deposit will be applied toward the rental fee.
6. The rental fee shall be paid in full at least 4 weeks prior to the event.

7. The Tenant shall not assign, transfer or sublet this Lease on said premises, or any part thereof, without the written consent of the Township Board.
8. The Tenant shall be liable and responsible for any and all damage or injury to said premises or any person or property thereon during the period of occupancy thereunder, and shall reimburse, indemnify and save the Township fully harmless therefrom.
9. The Tenant shall abide by the **“Town Hall Rental/Use Rules”** as adopted by the Township Board.
10. In order for a refund to be given, in the event of a cancelation, the Tenant shall notify the Township no less than **90 days** prior to the reservation date.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and date first written above. I have read, understand and agree to abide by the terms of this agreement.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Residence Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email