

Top to be filled out by Charter Township of Filer:

Date Deposit Paid \_\_\_\_\_ Check # \_\_\_\_\_

Date Rental Paid \_\_\_\_\_ Check # \_\_\_\_\_

### Charter Township of Filer

2505 Filer City Road, Manistee, MI 49660, (231) 723-3138

# NELSON STREET OFFICE MEETING ROOM LEASE AGREEMENT

**2111 Nelson, Manistee, Michigan 49660**

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Charter Township of Filer, hereinafter referred to as "Lessor" and \_\_\_\_\_ Hereinafter referred to as "Lessee";

**WITNESSETH:** Lessor hereby lets to Lessee and Lessee hereby does lease from Lessor those premises located at 2111 Nelson, Manistee, Michigan 49660, hereinafter referred to as the "Premises" on the following terms and conditions:

1. This Lease shall be for a single term rental of either ½ day or full day between the hours of 8:00 a.m. to 6:00 p.m. Rent for ½ day shall be **\$50.00** \_\_\_\_\_. Rent for Full Day shall be **\$100.00** \_\_\_\_\_ payable in advance. **In addition, Lessee shall pay to Lessor a damage deposit of seventy-five (\$75.00) dollars. If Lessee returns the Premises at the conclusion of the term in its pre-lease condition, Lessor shall refund the deposit within thirty (30) days; otherwise, Lessor shall itemize all damages in writing and return a copy thereof, along with the balance of the deposit, if any, to Lessee within (30) days.**
2. Lessee permitted rental use for classes and meetings only. Lessee agrees not to occupy or use the Premises nor permit the same to be occupied or used for any purpose whatsoever without the prior written consent of Lessor under penalty of forfeiture and damages.
3. Lessee shall under no circumstance exceed the legally allowed capacity of the Premises of 34 people with tables and chairs or 75 people with just chairs.
4. Lessee shall be solely responsible for the safety and well-being of any and all of its agents, servants, employees, guests, invitees, licensees or contractors in connection with or resulting in any manner for the Lessee's use or occupancy of the Premises.
5. Lessee agrees not to assign this Lease nor let or underlet or sublet the whole or any part of the Premises or make any alterations or repairs therein without the prior written consent of Lessor under penalty of forfeiture and damages.
6. Lessee agrees to return the leased premises in the same condition as before the rental term and agrees to indemnify the Lessor for any costs of expenses expended by the Lessor to place the property in its pre-lease condition.
7. Lessee acknowledges and agrees that each covenant of this Lease is consideration of the letting of the Premises and that a violation of any covenant or agreement herein shall be grounds for the immediate forfeiture of this Lease, at the Lessor's sole option and discretion, and without prior notice or demand. The waiver by Lessor of a breach of any covenant or agreement herein shall not be considered a waiver of any other provision of this Lease, nor shall it be considered a waiver of any subsequent breach of the same covenant or agreement.
8. **ALCOHOL IS NOT PERMITTED AT THE FILER TOWNSHIP NELSON STREET BUILDING PROPERTY!**

**IN WITNESS WHEREOF**, the parties have hereunto set their hand and seals the day and year first written above.

Lessee \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Lessor: \_\_\_\_\_

**PLEASE NOTE THERE IS LIMITED PARKING AND SNOW REMOVAL IS DONE AROUND 10:00 A.M.**

# ATTENTION NELSON STREET MEETING ROOM RENTERS

Offices will be in use on Mondays and Thursdays – No rentals on those days.

The Contract must be signed and on-file at the Filer Township Office (2505 Filer City Road, Manistee) and when the damage deposit is paid, we will **save the date of the event**. Any final payment must be made prior to event.

You may pick up the building key the day before the event at the main Township Office (see secretary), 2505 Filer City Road, Monday through Friday from 9-12 and 1-3 (closed Thursdays) but you won't be able to set up until the day of. The Township will deactivate the alarm system prior to your event (we will reactivate after event).

**Please call the  
Filer Township office at 231-723-3138 ext. 2  
to schedule or if you have any questions.**

If the Nelson Street Office is not clean when you enter please call **IMMEDIATELY!**

If not we will consider that the facility was clean prior to renting:

Terry Walker      Work: 723-3138 ext. 3      Cell: 690-5132      Home: 723-3166

**IT IS YOUR RESPONSIBILITY TO PROVIDE:  
COFFEE POT, TRASH BAGS, POTS, PANS, COOKING & EATING UTENSILS, AND  
ALL CLEANING SUPPLIES INCLUDING BROOM AND MOP**

**DO NOT PUT TAPE OR ANY KIND OF ADHESIVE ON THE WOOD OR THE WALLS!**

The entire building must be thoroughly cleaned the day of event:

- Bathroom if used (garbage, toilet, sink, and mirror).
- Tables – clear, clean and put how originally was stored. **NO TAPE LEFT ON.**
- Kitchen appliances cleaned, kitchen sink, and counters cleaned.
- All trash is bagged and removed. Trash can is in the garage.
- Make sure all windows are shut, doors are locked, and lights are turned off. If air conditioning is left on with the windows open there will be an additional charge taken off the deposit. *Please call and leave a message at the above phone numbers to let them know it was like that **before** you set-up in case we need to verify.*
- ***ALL FLOORS SWEEPED AND THOROUGHLY MOPPED.***

All Township property must be accounted for.  
Inspections are done early the following morning.

*Thank you!*