

BESSE BUILDING RENTAL CONTRACT

TOWN OF ALBION MUNICIPAL BUILDING USER RESPONSIBILITIES

Clean-up: All trash must be removed from the premises at the conclusion of the rental. Floors and carpet will be vacuumed and swept, stains on the carpet will be spot cleaned, all lights will be shut off, and the propane for the stove in the kitchen will be shut off. ALL windows and inside and outside doors (except the bathrooms) will be closed and locked, and the heat turned down to 55 degrees. DO NOT leave anything in the refrigerator. No GLASS may be placed into trash bins. I understand that all food and food-related items must be removed from the premises at the conclusion of the rental.

Costs for cleaning of an unusual nature could be assessed to the renter or withheld from the security deposit.

Decorations are not allowed on walls, poles, or on / hung from the ceiling.

Items prohibited in the rental facility include but are not limited to hay-dry material, live trees, glitter, crepe paper, confetti, smoke machines, pyrotechnics, and stink bombs. The Besse Building is a non-smoking facility. **Alcoholic beverages are not allowed on the premises.**

Parking: All parking must be in designated parking areas.

BAD-CHECK SERVICING CHARGE: In the event the renter’s check is dishonored and returned unpaid for any reason to Town of Albion, the renter agrees to pay a returned check charge of \$25.00 AND accept whatever consequences there might be in making a late payment. If for any reason a check is returned or dishonored, all future rent payments will be in cash or money order.

Event set-up may begin no earlier than 8:00 a.m. on the day of the event, unless prior approval is given by the Town Clerk.

RENTER MUST PICK UP A KEY AT THE TOWN OFFICE THE WEEK OF THE SCHEDULED EVENT.

Town Office hours: M–W 10:00 a.m. – 4:00 p.m., Thu 12:00 p.m. – 6:00 p.m.

Indemnification: By my signature below, I agree to indemnify and defend and save harmless the Town of Albion, against any and all claims for personal injury, death, or property damage resulting directly or indirectly from any act, incident, or accident, occurring as a result of the acts, errors or omissions, of myself or my agents, guests, invitees, or employees, arising in connection with my use, operations, or occupancy of the premises.

Revocation: The Town of Albion has the right to revoke the contract at any time.

I have read and fully understand the Besse Building Rental Agreement and agree to adhere to the policies listed in that Agreement.

Renter (print name): _____

Contact phone: _____

Renter (signature): _____

Date: _____

Date of Rental: _____