

RENTAL AGREEMENT

Munson Township Community Room
12210 Auburn Road, Chardon OH 44024-9454
Phone: (440) 286-9255 Fax: (440) 286-1180

FUNCTION/PURPOSE:
DATE(S) OF FUNCTION:
TIME: APPROX NO.:
FEE:

The undersigned lessee,
agrees to rent the Munson Township Community Room for the above purpose and at the time and
for the fee indicated. Lessee agrees to pay the fee upon signature hereof and acknowledges that
the same is nonrefundable unless cancellation is made up to one week prior to the event, and that
this rental agreement is not effective until such fee, together with any other amount payable to
Munson Township hereunder, is received by the township.

Security Deposit in Addition to Rental Fee

In addition to the rental fee, lessee agrees to pay, upon signature, the sum of \$50 as and
for a damage deposit. In the event no damages are incurred to the premises or township, said
deposit shall be refunded. In the event there is damage incurred as a result of the function, lessee
is strictly liable therefore to the full extent.

Additional Provisions

- (1) Lessee, lessee's guests, patrons, customers or agents will at all times abide by the rules and
regulations of the township regarding use of the premises. Receipt of a copy thereof is hereby
acknowledged by lessee.
(2) Lessee agrees that if the building is for any reason not available or suitable for use or
occupancy on the function date, due to the orders, policies, or requirements of any public body,
authority or agency (other than Munson Township officials) exercising jurisdiction over the
premises, then this agreement shall be null and void, and all amounts deposited shall be refunded
lessee and neither party shall be entitled to maintain any action against the other.
(3) Lessee shall be responsible for key and cleanup.

Lessee's Name:

Lessee's Phone Number: daytime evening

Lessee's Address:

I acknowledge responsibility and acceptance of the key and absolve Munson Township Trustees
of all liability.

Lessee's Signature Date

Township Representative Signature Date

***** OFFICE USE ONLY *****

REC CONFL APPR Y N DATE
FEES: ROOM \$ KITCHEN \$ SECURITY DEPOSIT \$ CK# CASH