

LARKIN TOWNSHIP HALL LEASE

Website: www.larkintownship.org

Email: officemanager@larkintwp.com

Township Office: 989-835-6399

Larkin Township Board of Midland County, Michigan, in consideration of the agreement on the part of _____ (Renter), as set forth below, hereby rents to Renter Larkin Township Facilities for _____, 2023, from 8:00 am to 1:00 am, and the Renter, in consideration of said leasing agreement agrees to the following:

1. Renter agrees to pay Larkin Township for the use of said premises and equipment, a rental fee of \$_____. Larkin Township acknowledges the receipt of \$200.00 as a rental deposit and/or partial payment to be applied to the total due. The rental payment balance of \$_____ is to be paid on or before _____, 2023. (30 days prior to rental date)
2. Renter may cancel this Lease by giving written notice to Larkin Township.
Rental deposits will be refunded according to the following schedule:
90% refunded for notice of cancellation received one year prior to rental date.
50% refunded for notice of cancellation received six months to one year prior to rental date.
10% refunded for notice of cancellation received less than six months prior to rental date.
3. Renter agrees to pay Larkin Township a refundable \$200 damage deposit at the time of contract signing, and Larkin Township authorizes to retain said amount or any part thereof as liquidated damages to reimburse Larkin Township for any loss sustained by Renter for damages to the furniture, furnishings, fixtures, equipment, dishes and utensils located in said building and/or loss of the Property during lease period. Said amount to be refunded in full if no loss or damage occurs. Renter agrees that the premises and contents will be left in as good condition as when taken, necessary wear and tear excluded. Hall must be cleaned by Renter as stated in the attached Larkin Township Hall Rules and Renter agrees that said premises will not be used for any other purpose other than _____. All property of renters must be removed by 1:00 a.m. or items will be removed by Township.
4. This Lease shall be void if assigned without the written consent of Larkin Township.
5. Renter agrees to allow the custodian of the Building full access to said premises at all times and authorizes said custodian to remove from said premises any person or persons violating any State or Local laws. The Renter agrees to abide by all of the laws of the State of Michigan and agrees not to serve alcoholic beverages to minors. If premises are leased for teenage dances or parties, no alcoholic beverages will be permitted on premises. Renter will be liable if minors are served alcoholic beverages at the affair covered by the above Lease. Renter is responsible for all guests.
6. Renter agrees to hold Larkin Township harmless and free and clear from any and all liability arising out of the leasing of said premises.
7. Decorations shall be restricted to the blackboard, bulletin boards and hooks on ceiling on the premises, as approved by custodian. The use of "Command Hooks" is permitted on the walls inside the hall area. See Hall Rules for details.
8. Renter agrees to abide by all Michigan Liquor Control Commission Laws and regulations.
9. Two (2) authorized security guards shall be required if alcoholic beverages are consumed and/or on the premises.
10. Capacity of hall not to exceed 250 individuals
11. Checks are to be made payable to Larkin Township.

Renter – wishes to have use of stage



Yes



No

LARKIN TOWNSHIP BOARD

Clerk: _____

Date: _____

Deposit Paid: _____

Rent Paid: _____

Balance Due: _____

Renter: _____

Address: _____

Phone: _____

Alcoholic Beverages: Yes _____ No _____

Email: _____

Hall Entry use Brivo Code _____ #

Entry Issues: Call Jill Deitsch (989) 297-9842, or Dan Owens (989) 948-7200

CHARTER TOWNSHIP OF LARKIN

Hall Rent/Security Receipt

Date: _____

Received from _____

For rent of the Larkin Township Hall on _____

AMOUNT PAID _____ \$ _____

SECURITY INFORMATION

- ☐ No alcoholic beverages will be consumed and/or on premises.
- ☐ Alcohol is being served during the use of premises. I will provide a minimum of \$_____ liability insurance and furnish the Township with a copy of the liability.

CERTIFICATE OF INSURANCE REQUIREMENTS:

The renter at the renter's sole expense shall procure and maintain bodily injury, including death and property damage insurance with a combined limit of at least one million and no/100 dollars (\$1,000,000). The insurance shall be with an "A" best-rated Company licensed to do business in this State. Such insurance shall insure, on an occurrence basis against all liability of the renter, its employees and agents arising out of or in connection with operations of the renter. The Township and its elected officials, officers, board members, agents and employees shall be named as an additional insured on the renter's policy. The renter shall provide to the Township a certificate of insurance evidencing the coverage required by this paragraph on or before the commencement date of the contract.

- ☐ I have contracted security for the above-mentioned date with a certified individual/company if alcohol is being consumed.

The lessee agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and save harmless the Township against any and all claims for injury to persons or property (including claims of employees of the lessee or any contractor, subcontractor or invitee) arising out of the activities contracted by the lessee, its agents members, guest or invitee.

Signed: _____

Hall Entry use Brivo Code _____ #

Entry Issues: Call Jill Deitsch (989) 297-9842, or Dan Owens (989) 948-7200

YOU MUST PRESENT THIS RECEIPT BEFORE ENTRANCE TO THE HALL!

LARKIN CHARTER TOWNSHIP

3027 North Jefferson Road

Midland, MI 48642

Phone: (989) 835-6399 Fax: (989) 835-3301 Website: Larkintownship.org Email: officemanager@larkintwp.com

HOLD HARMLESS AGREEMENT

"To the fullest extent permitted by law, the renter agrees to defend, pay on behalf of, and Hold harmless Larkin Charter Township, against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from Larkin Charter Township Board, its elected and appointed officials, employees, volunteers or all others working on behalf of the Township, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of renter and/or in any way connected or associated with this contract"

Renter Signature

Date

FOOD EMPLOYEE REPORTING AGREEMENT

Preventing Transmission of Diseases through Food by Infected Food
Employees with Emphasis on illness due to Salmonella Typhi, Shigella spp., Escherichia coli
O157:H7, and Hepatitis A Virus

The purpose of this agreement is to ensure that Food Employees notify the "Person in Charge" when they experience any of the conditions listed so that the "Person in Charge" can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE "PERSON IN CHARGE":FUTURE SYMPTOMS and PUSTULAR LESIONS:

1. Diarrhea
2. Fever
3. Vomiting
4. Jaundice
5. Sore throat with fever
6. Lesions containing pus on the hand, wrist or an exposed body part (such as boils and infected wounds, however small)

FUTURE MEDICAL DIAGNOSIS:

Whenever diagnosed as being ill with typhoid fever (Salmonella Typhi), shigellosis (Shigella spp.), Escherichia coli O157:H7 infection (E. coli O157:H7), or hepatitis A (hepatitis A virus)

FUTURE HIGH-RISK CONDITIONS:

1. Exposure to or suspicion of causing any confirmed outbreak of typhoid fever, shigellosis, E. coli O157:H7 infection, or hepatitis A
2. A household member diagnosed with typhoid fever, shigellosis, illness due to E. coli O157:H7 or hepatitis A
3. A household member attending or working in a setting experiencing a confirmed outbreak of typhoid fever, shigellosis, E. coli O157:H7 infection or hepatitis A

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Food Code and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses and high-risk conditions specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involved legal action against me.

Applicant or Food Employee Name (please print) _____

Signature of Applicant or Food Employee _____ Date _____

Signature of Permit Holder's Representative _____ Date _____

LARKIN CHARTER TOWNSHIP DISCLOSER THE MICHIGAN FOOD LAW

“Person in Charge”

- Direct food preparation.
- Inform workers of all Food Safety Issues.
- Ensuring potentially hazardous foods are held at the proper temperatures.
- Ensuring that workers are properly cooking hazardous foods.
- Monitoring hand washings for frequency and cleanliness.
- Verifying food safety policies and procedures are followed.
- Ensuring workers are properly sanitizing utensils and equipment.

The new law requires the “person in charge” of a food facility to:

- Understand causes and prevention of foodborne illnesses.
- Require food workers to report certain health conditions.
- Ensure that employees understand food safety principles.
- Prevent sick employees from contamination food.
- Report food employees diagnosed with a Big 4 illness to regulator.

Understanding causes and prevention of foodborne illnesses.

- They are identified as: Salmonella typhi, Shigella spp., Escherichia coli O157:H7, and hepatitis A virus. (Known as the “Big Four”)
- These symptoms include: diarrhea, sore throat with a fever, vomiting, fever, jaundice, discharges from the eyes, ears, nose and mouth and lesions with pus.

Employees Personal Hygiene.

- **Sick or ill Employees:** Must notify their supervisor of their symptoms.
- **Hand Washing:** Washed and dry before starting work with food.
- **Cuts, Wounds and Sores:** Must be completely covered by a waterproof bandage.
- **Hair Restraints:** Must be worn at all times by food service employees.
- **Proper Work Clothing:** Wear clean outer garments such as aprons or smocks over their street clothing when preparing food.
- **Jewelry:** Workers may not wear jewelry while preparing food, except for one wedding band.

Bare Hand Contact with Ready-to-Eat Foods.

- No Bare Hand Contact with Ready to Eat Foods: **Gloves must be used-to be provided by food preparer, not Larkin Township.**

Protecting the Consumer Through Information Sharing:

- Foods from animals such as meat, poultry, fish, shellfish and eggs when eaten raw or undercooked sometimes contain harmful viruses and bacteria that can pose a risk of foodborne illness. **“All food must be cooked done”**

****Copy of “The Michigan Food Law” is available upon request.**

LARKIN TOWNSHIP HALL RULES

Before Rental

- No food/beverages in lobby.
- No tape/sticky materials/or command strips on walls, glass, or woodwork. (Picture wire with clips have been installed on the walls and you are welcome to use it to hang decorations from. You may want to hang decorations with fishing line and or clothesline pins)
- Any paint taken off walls will result in deposit being withheld.
- Nothing is to be hung or attached to the fans.
- **To allow the door to stay unlocked for your guests:** The key for the panic bar is hanging on the side of the foyer door. Push in the panic bar, put the key in the hole, and then turn the key to unlock.
- Handicap access is on when the foyer light switch is turned on. The panic bar must be in the unlocked position for the door to work automatically by using the handicap button.
- Important note: Please DO NOT press the handicap door buttons until the panic bar is secured in the unlocked position, or the actuator may be damaged.

After Rental

- Turn the thermostat back to the schedule.
- All tables must be set up, wiped clean and left up for inspection.
- All chairs must be wiped clean and put back correctly on the chair racks.
- Sweep the hall, kitchen, and bar rooms before leaving. Brooms are in the chair storage room; the dustpan is behind the kitchen door.
- Anything used in the kitchen must be cleaned and put back in the proper place.
- Empty all trash containers. Take used paper towels from the restrooms and add to your garbage before disposing. Put the bags in the dumpster outside the kitchen door. Garbage bags are under the kitchen sink.
- Turn off the lights.
- Lock all doors including the handicap door. The key for the panic bar is hanging on the side of the foyer door. Push in the panic bar, put the key in the hole, and then turn the key to locked position.

THANK YOU FOR LEAVING THE HALL IN GOOD CONDITION!

DAMAGE/MISSING FEE SCHEDULE

A full deposit refund may not be received if the following items are damaged or missing:

Carpet	Restrooms
Walls/Ceiling	Missing Equipment
Tables/Chairs	Or any other item(s) found missing or damaged
Kitchen	

THE FEE CHARGED FOR DAMAGED/MISSING ITEM(S) WILL BE CHARGED 100% OF COST TO REPLACE OR REPAIR ITEM(S).

The deposit refund will not be issued until item cost is figured.

Larkin Township Board

5/4/2023