

Parkman Township
16295 Main Market Road
W. Farmington, OH 44491
440-904-0540

RENTAL AGREEMENT FOR PARKMAN COMMUNITY HOUSE

FUNCTION: _____ DATE: _____

AREA RENTED: Main Floor with kitchen _____ Both floors _____.

HOURS: _____ a.m./p.m. to _____ a.m./p.m. (Building closes at 1 a.m.)

SECURITY NEEDED Y/N _____ a.m./p.m. to _____ a.m./p.m. Total Hours for Security

FEE: _____ SECURITY DEPOSIT _____ TOTAL DUE _____

Your rental period begins at 9:00 a.m. on your function date and ends no later than 1 a.m. Payment is due to secure the date, Additional set-up/clean-up time will require an additional fee and be subject to building availability.

NOTE: THIS BUILDING IS A NON-SMOKING PREMISES. ANY VIOLATION BY THE LESSEE OR GUESTS ATTENDING THE EVENT WILL RESULT IN FORFEITURE OF THE SECURITY DEPOSIT.

There is to be **NO SMOKING** on the Balcony per State Fire regulations. _____ Initial acknowledging this requirement. **BALCONY NOT AVAILABLE AT THIS TIME.**

The lessee also agrees that if alcohol is consumed or served, without the presence of a security guard, the security deposit will be forfeited. _____ Initial acknowledgement of this requirement.

The undersigned lessee, _____ agrees to rent the Parkman Community House property at the time and for the fee indicated. Lessee agrees to pay one half of the fee upon the signature of this contract and acknowledges that the same is non-refundable, except as otherwise provided herein. Lessee further agrees that the rental of the premises herein is at the Township's option until such a fee, together with any other amount payable to the Township hereunder, is received. **In no event shall any rental or other fee go unpaid less than 60 days before the scheduled event. Failure to pay will result in cancellation of rental and forfeiture of monies already paid.**

SECURITY DEPOSIT: In addition to the rental fee, the lessee agrees to pay upon signature of this contract the sum of \$_____ as and for a damage deposit. If there is no damage to the premises or equipment, said deposit may be refunded. In the event there is damage incurred because of the function, the lessee is strictly liable therefore to the full extent thereof. **Send a separate check for security deposit.**

SECURITY GUARD REQUIREMENT: The Township of Parkman, Geauga County, Ohio requires the presence of security personnel for all events at which alcohol is served. Security will be arranged by a township official and provided by an off-duty officer from the Geauga County Sheriff's Office. A minimum of **4 HOURS=\$240.00 is required**. Any additional hours are at the rate of \$90.00 per hour (major holidays are at time and a half 4 hours=\$360.00 + &90.00 per hour for additional hours). **This fee shall be paid with a separate check or cash directly to the security officer by the leasing party on the day of the event. Price is subject to change.** This includes the usage of either or both floors. **Alcohol is not permitted at Graduation Parties.**

REFUND OF RENTAL FEES AND SECURITY DEPOSIT: Lessee may be entitled to a full or partial refund if the lessee cancels the event as follows:

- a. If the lessee cancels the rental more than 60 days prior to the date of the scheduled event, lessee shall receive a full refund including the security deposit.
- b. If a lessee cancels the rental more than 30 days prior to the date of the scheduled event, but less than 60 therefrom, lessee shall be refunded up to \$100.00 (any balance shall be forfeited.)
- c. If the lessee cancels the rental less than 30 days prior to the scheduled event, the lessee shall forfeit the entire rental fee including security deposit.

USE OF PREMISES: The lessee shall use the premises in a careful, safe, and proper manner. Under no circumstances shall the lessee use or permit the premises to be used in any manner whatsoever which is unlawful.

MAINTENANCE: The lessee shall be responsible for returning the premises to its prior rental condition. A checklist of duties will be provided to aid in the cleaning procedures. The security deposit will be forfeited in the event the premises are not returned to its rental condition.

DAMAGE TO THE PREMISES: The lessee shall be liable for any and all damage to the property or equipment.

INDEMNIFICATION: The lessee shall save and hold harmless and indemnify the Township of Parkman, its elected officials, employees and volunteers against any and all claims, demands, suits and losses, including all costs connected therewith, for any personal injury, including bodily injury or death and property damage, including loss of use thereof, which may be asserted, claimed or recovered, while on the premises arising out of the use or occupancy of the premises by the lessee, the lessee's employees, guests, licensees or invitees, or which shall be considered by any nuisance made or suffered in or on the premises.

ADDITIONAL PROVISIONS:

- (1) Lessee, the lessee's employees, guests, licensees, or invitees will always abide by the rules and regulations of the Township regarding the use of the premises.
- (2) Lessee agrees that if the building or premises is for any reason not available or suitable for use or occupancy on the scheduled date due to the orders, authority or agency, excepting Parkman Township officials, exercising jurisdiction of the premises, then this agreement shall be null and void, and all amounts deposited shall be refunded to the lessee, and neither party shall be entitled to maintain any action against the other.
- (3) Cancellations – please notify the Township Coordinator at (440) 904-0540 if you wish to cancel your reservation for this facility. The date will be removed from the schedule and will become available for rental to other parties

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE TERMS OF THIS AGREEMENT.

LESSEE: _____ DATE: _____

LESSEE ADDRESS: _____

LESSEE PHONE #: _____ ALTERNATE PHONE # _____

TOWNSHIP REPRESENTATIVE: _____ DATE: _____

MAKE CHECKS PAYABLE TO: PARKMAN TOWNSHIP
RETURN ORIGINAL COPIES TO: PARKMAN TOWNSHIP
ATTN: TOWNSHIP COORDINATOR
16295 Main Market Road
West Farmington, Ohio 44491