



LAGRANGE LIONS CLUB BUILDING RENTAL CONTRACT



Personal Information

Name: _____

Company: _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Cell:** _____

E-Mail: _____

Rental Information

Contract Date: _____

Function: _____

Date of Rental: _____

Time of rental: From _____ **To** _____

*****Please Mark the type of rental you want below*****

**1. Deposites are due back with the contract to secure your date.
(If all of the rental requirements are meet, your deposit will be mailed back to you after your event)**

2. The remainder of the rental fee is due no later than 3 weeks prior to your rental date. No exceptions.

<u>RENTAL OPTIONS</u>	<u>TOTAL</u>
_____ 1 To 6 Hour rental (\$225.00) + deposit (\$175.00) <i>*including set up, event, and clean up*</i>	\$400.00
_____ All Day rental (\$350.00) + deposit (\$175.00) <i>*events must be ended and clean up by midnight*</i>	\$ 525.00
_____ Pavilion & Restrooms (\$85.00)+ deposit (\$50.00)	\$ 135.00
_____ Stage (\$50.00) + deposit (\$50.00)	\$ 100.00
_____ Qualified Member (\$75.00) + deposit (\$175.00)	\$ 250.00

Renter's Signature: _____

Park Manager's signature: _____

I/We have read the building terms and conditions on the reverse side and agree to all terms and conditions (Initial) _____.

PLEASE READ, SIGN, AND DATE THE CONTRACT AND RETURN IT WITH YOUR DEPOSIT TO: RENTAL MANAGER 117 Pleasant St LaGrange, OH 44050.

PLEASE MAKE CHECKS PAYABLE TO: LaGrange LIONS CLUB

TERMS AND CONDITIONS OF LAGRANGE LIONS CLUB RENTAL CONTRACT

SECURITY DEPOSIT

This is a damage and cleaning waiver, which will be returned if the hall and/or park is not damaged and has been cleaned to the satisfaction of the Park Manager. Damages and failure to leave the hall and/ or park in satisfactory condition will mean forfeiture of the security deposit plus charges for damages.

PAYMENT

Full deposit to be paid at the time of booking, with the full Rental Fee due 20 days prior to the time of occupancy. Security deposit along with contract will secure your rental date.

CONTRACT CANCELLATION

Renter may not cancel this contract within 30 days of rental date. All cancellations will result in the loss of the security deposit. Cancellations within 15 days of the rental date will result in the loss of security deposit plus ½ rental fee.

RENTER QUALIFICATIONS

Renter must be 21 years of age, and must have proper ID. When returning the contract a copy of the renter's drivers license must accompany the contract.

RENTER RESPONSIBILITIES

Renter will be held responsible for satisfactory repair or payment for damages to building or park area during occupancy. LaGrange Lions Club Board of Directors asks that **NO LONG DISTANCE CALLS BE CHARGED TO THE PHONE.**

DECORATIONS AND FOOD SERVICE

Only table decorations are allowed. no hangings, tape or tacks may be used without permission of the Park Manager. The kitchen may be used on an "as is" basis. Dishes, silverware, coffee makers, pots and pans are not available for use. Written permission must be obtained to use appliances in the kitchen.

CONCEALED CARRY

It is illegal to carry a firearm, deadly weapon, or dangerous ordnance anywhere on these premises. Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises.

NO SMOKING POLICY

In accordance with Chapter 3974 of the Ohio Revised Code. Smoking is not permitted in this facility at anytime. Any violations to this policy must be reported immediately to 1-866-559-OHIO (6446). Renter will be responsible for payment of any fines levied against the LaGrange Lions club for violation of this policy.

SET UP, USE AND CLEAN UP

Set up, use and clean up will all be done during the time of rental. There can be no exceptions. Clean up consists of returning the building or park to the shape it was found. Vacuum all carpeted floors, and mop all vinyl floors. Bathrooms are to be cleaned and mopped. Kitchen sink, counters and tables are to be washed with soapy water. Unused food is to be removed from the kitchen and disposed of. All trash is to be emptied and taken to the dumpster. Renter must be out of the hall, and all cleaning done no later than 12 midnight for full day and evening rentals. A charge of \$50.00 per hour or part of hour will be charged if your occupancy runs over the time allowed under your contract.

LIQUOR LIABILITY

For private parties (weddings, baptism, birthday, where no liquor is sold and the party is closed to the public) no liquor license or liability insurance is required. For events that sell alcoholic beverages (whether at the event or included in the price of the ticket) a valid liquor permit from the State of Ohio and a certificate of insurance covering liquor and naming the LaGrange Lions Club as additional insured is required. Failure to provide these documents will force us to cancel your rental with forfeiture of all monies paid.

BARREL FEE

A BARREL FEE WILL BE CHARGED FOR UNUSUAL AMOUNTS OF TRASH. This provision also applies to Pavilion and Park renters.

CAPACITY

No more than 120 people may occupy the LaGrange Lions Hall at any one time by order of the LaGrange Fire Department.

LA GRANGE LIONS CLUB WILL NOT BE HELD RESPONSIBLE FOR ANY ITEMS LEFT OR STOLEN WHILE ON THE PREMISES.