



MANTUA TOWNSHIP FACILITIES

Rental Agreement and Receipt

Revised May 6, 2021

Office Number 330-357-8013, Email custodian@mantuatownshipohio.gov

Mantua Township PO. Box 841 Mantua Ohio 44255

RENTAL RECEIPT

Mantua Township Resident _____ Non-Resident _____

Name: _____

Address: _____

Phone (day) _____ (evening) _____

Driver's License No# _____ Other ID # _____

E-mail: _____

Preferred Facility _____

EVENT INFORMATION – *Official Use Only*

Date of Event: _____ Number of Persons (est.): _____

Will alcohol be served? Yes ___ No ___

Name of Catering Co. (if applicable) _____ Phone _____

Renter Set-Up – Day of event _____ (max 2 hrs. Flat Fee Applies) _____

Renter Set-Up – Day prior to event _____ (max 4 hrs. Flat Fee Applies) _____

Township Set-Up yes _____ no _____ (Per Hr. Flat Fee Applies) _____

Event Hours: Open _____ Closed _____ \$ _____ per hour = \$ _____

Rental Fee \$ _____ Security Deposit \$ _____ Key Deposit _____

TOTAL \$ _____

Township Official _____ Date _____

RENTAL AGREEMENT

Rental Applicant agrees to the terms and conditions as outlined in this contract. The rules and regulations contained within will be strictly enforced.

The Mantua Township Trustees reserved the right to deny the use of any properties owned by Mantua Township to those who fail to comply with the rules and regulations as described within. It is understood that any person, group or organization using Mantua Township owned properties shall comply with all federal, state, county or local government laws including rules and regulations set forth by the Mantua Township Board of Trustees.

MANTUA TOWNSHIP RENTAL POLICY

A. POLICY

Perspective renters should reserve a Mantua Township Hall (if available) 4 weeks prior to the event. Renter agrees to defend, indemnify and save Mantua Township Trustees its officers, agents and employees entirely harmless from any and all liability, claims, demands, damages, actions, recoveries and judgements of any claims against Mantua Township arising from the negligent act or omissions of the renter, their agents, employees, contractors or their invitees.

B. SMOKING / DRUGS

Smoking is prohibited inside any Mantua Township owned building or enclosed areas. If anyone is found or evidence points to smoking, the renter's security deposit will be forfeited. Illicit or illegal use of drugs is strickly prohibited, anyone using or processing illegal substances will be removed for the premises by Portage County Sherriff Deputies or renter's security detail and may be subject to criminal prosecution and rental deposit will be suspended and retained by Mantua Township.

C. RENTAL FEES

All rental fees include: The use of the Mantua Township Center School Annex, Mantua Township Civic Center or Mantua Township Town Hall, parking lots, tables and chairs.

D. DEPOSITS

A security deposit of \$200.00 is required to hold the rental date and must be in the possession of the Mantua Township Fiscal Officer or the Mantua Township Custodian prior to the rental date. An additional key deposit of \$20.00 may also be required. All rental deposits are due no later than 2 weeks before the event. The security deposit will be returned to the renter with 4 weeks following the event provided no rules were violated and less any amount needed to remedy any deficiencies. If, in the judgment of the Mantua Township Custodian damages have occurred, all or a portion of the security deposit will be retained. Should damages exceed the deposit amount, the renter will be held responsible for all costs incurred by Mantua Township.

E. CANCELLATIONS / REFUNDS

In case of a cancellation, a refund of the total deposit will be made only if the facility is rented by another party for the same date and time. Other requests for refunds will be considered on a case-by-case basis. The event date may be changed to another if that date is available.

F. CLEAN UP

The renter is responsible to put all trash in provided trash cans, remove all trash from floors, tables, warming kitchen, and bathrooms. Sweeping, moping, breaking down tables and chairs are also the responsibilities of the renter. Return all tables and chairs to their original locations, tables and chairs should be carried and not dragged across the floors or stage areas. Tables shall be stacked with top down on top of each other, chairs hung on chair caddy.

G. ALCOHOL / BARTENDERS

Bartender's last call to serve alcohol is 45 minutes before the end of the event, and the bar completely closed ½ hour before the end of the event. Renter accepts all responsibility of both intentional and unintentional actions cause by their guests as a result of alcohol beverage consumption in regard to the schedule event. It is the renter's responsibility to monitor guest's alcohol consumption and provide specific directions to the bartender for the purpose of their safety.

H. MUSICIANS / DJ'S

All music should cease, allowing sufficient time to break down and remove the equipment to meet the hall rental designated end of the event time. All property must be removed at the end of the event or loss of security deposit may result. No music outside of the venue, all music noise levels shall not exceed the Mantua Township noise resolution.

I. DECORATIONS

Decorations are permitted, however, nothing may be permanently fixed, stapled, tacked, fastened, or nailed to any wall, window or door of the building. All decorations must be picked up and removed at the end of the event.

J. HVAC

Heating and air condition are thermostatically controlled by Mantua Township. The comfort levels shall remain at 72 degrees for all seasons. If the venue seems uncomfortable, the renter shall contact the Township Custodian for adjustment, all building thermostats are Wi-Fi controlled and can be adjusted remotely by Mantua Township.

K. CLOSING TIMES

All events shall conclude by Midnight, Friday and Saturdays, 10:00 pm. on Monday, Tuesday, Wednesday, Thursday, and Sunday.

ALL RENTERS AGREE TO THE FOLLOWING:

- Renters are responsible for all persons in the group or organization using Mantua Township facilities.
- Renter assumes liability for any damages done to Mantua Township facilities.
- Renter understands that all kitchen areas are to be used as a “warming kitchen” only.
- Parking is only permitted in designated areas.
- All illegal and restricted drug use or possession are strictly prohibited.
- All Mantua Township rental agreements are contractual in nature.
- Renter assumes all responsibility for the use and consequences of the consumption of alcoholic beverages during the function at Mantua Township rental facilities. Consequences specifically pertaining to accidents that may occur on Mantua Township properties or public highways due to the consumption of alcohol. If alcohol is obtained for the purpose of sale, the responsible party must obtain and show proof of appropriate liquor permits.
- Renter agrees that Portage County Sheriff’s Department has the authority to enter any Mantua Township facilities at any time during the rental period for the purpose of security and order.
- No music can be played outside
- Noise levels shall be reasonable as to not disturb neighboring residents.
- If the rental facility is not in appropriate order upon arrive, please contact the Township Custodian or any Trustee

Statement:

I have read and understand all policies, rules and regulations of the Mantua Township Rental Agreement and agree to comply with the entire agreement. For and in consideration of their permission to use the above described facility, I the undersigned, acquit, discharge and covenant to hold harmless, the Township of Mantua, The Mantua Board of Trustees, its officers, employees, and agents of and from any and all actions, cause of action, claims, demands, damages, costs, loss of service, expenses and compensation, on or account of, or in any way growing out of, any and all personal injury or property damage which may result I groups, organizations, and members as a result of participation in the aforementioned activity at the above described Mantua Township facilities.

Signature of Applicant (renter) _____ Date: _____

Signature of Township Representative _____

Date: _____