



RENTAL RESERVATION FORM

Thank you for considering making a reservation at Harrison Place. By completing this form and submitting it with the required deposit, you are consenting to the terms of this rental agreement. Please provide following personal information:

Name of Responsible Individual for Rental	
Company Name (if applicable)	
Billing Address	
Phone Number	
Email	

EVENT INFORMATION

Please provide the following information regarding your event:

Type of Event	
Date(s) / Time(s) of Event	
Total Number of Expected Guests	
Requested Room(s)	☐ President's Room ☐ Edison Room
* Additional Chairs, Tables & Amenities Requested	

FACILITY INFORMATION

Please use the following chart to calculate fees for your desired facility and available amenities:

Available Rooms	President's Room 119 East High Street 1,650 sq. ft. (~31' x ~54')	Edison Room 117 East High Street 825 sq. ft. (~17' x ~48')	Both Rooms
Standard Amenities	10 plastic folding tables (30" x 72") 60 chairs (stackable) Bar (30" x 96") Stage (8' x 12' or 6' x 16')	6 square wood tables (36" x 36") 4 rectangle wood tables (36" x 60") 40 chairs (stackable)	Same.
Monday – Thursday	\$200 – 6 hours \$300 – 24 hours* \$600 – all 4 days*	\$200 – 6 hours \$300 – 24 hours* \$600 – all 4 days*	\$300 – 6 hours \$400 – 24 hours \$800 – all 4 days
Friday – Sunday	\$300 – 6 hours \$500 – 24 hours \$800 – all 3 days	\$300 – 6 hours \$500 – 24 hours \$800 – all 3 days	\$400 – 6 hours \$600 – 24 hours \$1,000 – all 3 days
Additional Amenities Available	\$2 – Additional Chairs (each) \$35 fee – Projector with Screen \$10 – Additional Tables (each) \$35 fee – Speakers with Stands \$20 – Steel Trough for Beverages (2 available, ice not provided) \$100 – Popcorn Machine (operating training available, popcorn and boxes provided)		

* 24-hour and multi-day rentals run from 8:00 AM to 8:00 AM allowing for set-up before events and clean-up after events.



PAYMENT INFORMATION

Please debit/credit card information to be used for the reservation:

Name on Card			
Card Number			
Expiration Date			
3 Digit Code		Billing Zip Code	

ROOM LAYOUT INFORMATION

Tables and chairs may be moved within the specified rooms, but not between rooms. Harrison Place strives to provide a preliminary set-up that works for your event needs. Please use the box below to provide any feedback on desired room layout(s) for your event:

TERMS OF RENTAL AGREEMENT

Harrison Place is a trade name of Plan 4 Land, LLC, located at 1 South Harrison Street, P.O. Box 306, Ashley, Ohio 43003. Harrison Place offers temporary rental agreements as a method for individuals, organizations and companies to occasionally and/or temporarily sublease space and hold events at 117-119 East High Street, Ashley, Ohio 43003. All rental agreements are made between the Renter and Harrison Place under a master lease agreement with P4L Properties, LLC, the property owner, its heirs and successors, which is executed upon deposit of funds and acknowledgement by Harrison Place or its employees of facility availability.

PREMISES DETAILS

This rental includes shared use of available parking, restrooms and any other common areas, along with exclusive use of the selected event space located at 117 and/or 119 East High Street, Ashley, Ohio 43003.

RENTER RESPONSIBILITY/NOTICES

The Renter is the party responsible for the described event(s) that shall be held accountable for the terms of this agreement. Any notice from Harrison Place to the Renter relating to the premises or to the occupancy thereof shall be deemed duly served, if contacted by either mail, phone, or email with contact information provided on the rental form.

TERM

The information provided by the Renter with the reservation is used in verifying the rental fee. The Renter shall use the premises only for the purpose stated herein and must permit access to Harrison Place and its employees, at any time, to view the condition of the premises. Any and all decorations, posted placards and signs are subject to prior approval. The Renter acknowledges that no activity, trade, or occupation shall be conducted in the premises or use made thereof which will be unlawful, improper, noisy or offensive, or contrary to any law of any municipal by-law or ordinance in force. The Renter shall not assign or sublet the whole or any part of the premises. The Renter shall not permit any use of the premises which will make voidable or add expense to any insurance on the property of which the leased premises are a part.

RENT FEE & DEPOSIT

The standard rental fees are listed herein. Renter is responsible to ensure rental time includes all time needed for event set-up and clean-up from event. Access will only be provided during rental hours. A 50% non-refundable deposit is required at reservation. The remaining rental fee is due 48 hours before the rental, after which access codes to the building will be provided. If the Renter shall default in the required payment of deposits or rents stated herein or violate any terms of this agreement, Harrison Place shall have the right to deny possession of the premises, consider any and all deposits forfeited, declare the terms of this rental agreement voided.

MAINTENANCE & CLEANING FEES

The Renter hereby agrees to ensure the premises and the amenities therein are in the same condition after the term of the rental as it is presented at the beginning of the rental. A security deposit is not required, though a debit/credit card shall be provided with the reservation and will be held by Harrison Place with the understanding that any expenses incurred by Harrison Place to return the space to the same conditions, including labor cost to repair any damage or clean the facility beyond reasonable expectations may be charged to the Renter's debit/credit card. Any charges will be provided to the Renter at least 48 hours before charges are made to allow for any contest. Contested expenses will be investigated by an independent arbitrator and the cost of which will be assigned to the Renter, if it is affirmed by the arbitrator that such damages were a result of activities during the term of the rental.

Should a substantial portion of the premises, or of the property of which they are a part, be substantially damaged by fire or another casualty, or be taken by eminent domain, Harrison Place may elect to terminate this lease, at no fault of its own, and return any and all deposits made by the Renter. The Renter shall not permit the leased premises or amenities to be overloaded, damaged, stripped, or defaced, nor suffer any waste. Renter shall obtain consent of Harrison Place before mounting or securing anything to the walls, windows or doors of the premises. The Renter shall notify Harrison Place immediately of any maintenance concerns, upon discovery. Any damage to the facility and its amenities during the term of the rental is the responsibility of the Renter. The Renter shall not make structural alterations or additions to the premises. Renter shall not permit any mechanics' liens, or similar unpaid invoices to remain upon the premises for labor and material furnished to Renter or claimed to have been furnished to Renter in connection with work of any character performed or claimed to have been performed at the direction of Renter and shall cause any such lien or invoiced expense to be released without cost to Harrison Place. Harrison Place shall be responsible for the cost of all existing utilities and agrees to ensure utility service is in good operation, including reasonable heat and air conditioning, hot water heater(s), excepting larger utility outages or any cause beyond reasonable control. The removal of snow and ice from the sidewalks bordering upon the premises shall be the responsibility of the Renter. The Renter shall, at the expiration or other termination of this agreement, remove all personal goods and effects from the premises and immediately return all keys, locks thereto, and other fixtures, furniture and components in good condition. In the event of the Renter's failure to remove any personal property from the premises, Harrison Place will be authorized, without liability to Renter for loss or damage thereto, and at the sole risk of Renter, to remove any of the property at Renter's expense, or to sell at public or private sale, with or without notice.

INDEMNIFICATION & LIABILITY

The Renter shall hold Harrison Place, Plan 4 Land LLC and P4L Properties LLC harmless from all loss and damage occasioned by the use or escape of water or by the bursting of pipes, as well as from any claim or damage resulting from acts of God, or by any nuisance made or suffered on the leased premises, unless such loss is caused by the neglect of Harrison Place. The Renter shall indemnify Harrison Place against all losses of rent and other payments which Harrison Place may incur by reason of such termination during the residue of the term. If the Renter makes any expenditures or incurs any obligations for the payment of money in connection therewith, including but not limited to, reasonable attorney's fees in instituting, prosecuting or defending any action or proceeding, such sums paid or obligations insured, with interest at the rate of twelve percent (12%) per annum and costs, shall be paid to Harrison Place by the Renter as additional rent.