



Clubhouse Rental Agreement

City of Gahanna Department of Parks & Recreation
200 S. Hamilton Road, Gahanna, Ohio 43230

(614) 342-4250 Fax: (614) 342-4351 Email: ParksandRec@Gahanna.Gov

Renters Name:

Date Reserved:

Organization Name:

Time slot:

Note: Reservations must be made at least 2 weeks prior

Address:

☐ 8am-2pm ☐ 4pm-11pm ☐ 8am-11pm

Please plan your setup and teardown time within the time frame selected

City, State, Zip:

Estimated Attendance:

Home

Cell

(Maximum Occupancy 99)

Day of Event Phone #:

E-mail:

Event Information

Type of Event:

Is your event open to the public?

Food Truck?

☐

Yes

☐

No

(Renters are not permitted to charge attendees for food)

Alcohol:

☐

Yes

☐

No

(Please note: An Alcohol Permit is \$350; includes \$100 refundable deposit. Alcohol must be purchased through Parks & Rec at least 30 days prior to the event.)

Amplified music/sound?

☐

Yes

☐

No

If yes, source:

☐

Band

☐

DJ

☐

Speaker/PA

Other:

(Please note: Sound equipment must not be operated so as to be plainly audible at a distance of 100 feet or more.)

Weekday: Monday - Thursday

Rental Times	Resident	Non-Resident
Half Day: 8a-2p or 4p- 11p	\$136	\$188
Full Day: 8a-11p	\$200	\$250

Weekend: Friday, Saturday, Sunday

Rental Times	Resident	Non-Resident
Half Day: 8a-2p or 4p- 11p	\$275	\$375
Full Day: 8a-11p	\$400	\$500

- The rental fee and refundable deposit are due at the time of reservation.
 - The renter will be refunded the deposit if there are no damages nor violations to the agreement.
- The refundable deposit fee is 50% of the rental fee. This fee is charged at the time of the rental.
- The credit card or check used for payment must be in the name of the applicant.

Rental Cancellation Policy

- Any cancellation or transferring of date requested 180 calendar days or more prior to the event date will result in a refund of the rental fee and security deposit, less a \$25 administration fee.
- Any cancellation or transferring of date requested less than 180 days but more than 30 calendar days prior to the event date will result in a cancellation fee equal to 50% of the total rental fee. Security deposit will be fully refunded.
- Any cancellation or transferring of date requested less than 30 calendar days prior to the event date will result in a cancellation fee of 100% of the total rental fee. Security deposit will be refunded.
- If the renter cancels the event due to inclement weather, no rental fees will be refunded. Security deposit will be fully refunded.
- If the City of Gahanna cancels your event, you will receive a full refund.

Lost Key or Badge Fee Policy

- If the key or badge is not returned within 3 business days after the rental is completed, \$5 late fee will be charged each day the items are not returned.
- A charge of \$25 will be assessed for a lost key or badge.

I have read and agree to the Rental Cancellation Policy, Lost Key/Badge Policy, and the Rules and Regulations.

Signature:

Rental charge: \$ **Per time slot =** \$ **check #** **cash**

Deposit charge: \$ **Total charges:** \$

Method
Of
Payment

☐☐☐☐

Credit Card #:

Exp. date:

Billing Zip code:

Name as it appears on card:

I have read the listed Rules & Regulations. I understand that any variances from these conditions will be the responsibility of the user as designated below.

Signature of Renter:

Date:

City of Gahanna COVID-19 User Agreement

I understand the hazards of the novel coronavirus ("COVID-19") and am familiar with the Centers for Disease Control and Prevention ("CDC") guidelines regarding COVID-19. I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines are regularly modified and updated, and I accept full responsibility for familiarizing myself with the most recent updates. Notwithstanding the risks associated with COVID-19, which I readily acknowledge, I hereby willingly choose to hold my program, event, or activity. I will follow the applicable laws and guidelines during the event, activity, or program during my time on the premises. I will adhere to and enforce all protocols deemed mandatory by the Responsible Restart Ohio guidelines specific to the activity, event, or program.

I acknowledge and fully assume the risk of illness or death related to COVID-19 arising from my being on the premises or from using the Facility and participating in the event there and hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE the City of Gahanna, its officials, elected or otherwise, agents, employees, contractors, and assigns (the "RELEASEES") from any liability related to COVID-19 which might occur as a result my being on the premises, using the Facility, and/or participating in the event, program or activity.

I shall indemnify, defend and hold harmless the RELEASEES from and against any and all claims, demands, suits, judgments, losses or expenses of any nature whatsoever (including, without limitation, attorneys' fees, costs and disbursements, whether of in-house or outside counsel and whether or not an action is brought, on appeal or otherwise), arising from or out of, or relating to, directly or indirectly, the infection of COVID-19 or any other illness or injury. This Waiver and Hold Harmless Agreement shall bind any assigns and representatives, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the above-named RELEASEES. This Agreement and the provisions contained herein shall be construed, interpreted, and controlled according to the laws of Ohio.

I HEREBY KNOWINGLY AND VOLUNTARILY WAIVE ANY RIGHT TO A JURY TRIAL OF ANY DISPUTE ARISING IN CONNECTION WITH THIS AGREEMENT. I ACKNOWLEDGE THAT THIS WAIVER WAS EXPRESSLY NEGOTIATED AND IS A MATERIAL INDUCEMENT FOR THE PERMISSION GRANTED BY RELEASEES TO BE ON PREMISES, TO USE THE FACILITY, AND TO PARTICIPATE IN THE EVENT.

IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Wavier of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.

Signed _____ Print _____

Organization _____ Date _____

Rules & Regulations

Gahanna Department of Parks & Recreation (GDPR) reserves the right to deny use of City Parks and facilities to groups who fail to comply with the rules and regulations set forth by the GDPR and the City of Gahanna. Disregarding of these rules will result in forfeiture of the deposit and, when applicable, charges for labor, supplies, repair of damage, and possible legal charges/fines/imprisonment:

1. Person reserving the facility must be at least 18 years old. Renter shall be held legally and financially responsible for the conduct of all group members and shall remain on site during the rental. Renter agrees to use the facility in a safe and careful manner and shall comply with all federal, state, and local laws and any rules and regulations set forth by the City of Gahanna. Renter cannot sublease this rental. Parks rules can be viewed at www.gahanna.gov.
2. **Consumption and/or possession of beer and/or alcoholic beverages are only permitted in the Clubhouse with a pre-approved Alcohol Permit, and you must purchase your wine and/or beer through the department. No hard liquor permitted.**
3. Facilities are non-smoking; any indication of smoking within a facility will result in forfeiture/charge of the rental deposit and may result in additional cleaning fees, etc.
4. **Decorations may only be adhered to surfaces with painters' tape or putty tack; no tacks, tape, staples, or nails; No confetti, glitter, Silly String, or similar decorations.**
5. No betting, gambling permitted.
6. No admission, concession, retail, or other sales permitted.
7. Renter may not bring in any heavy equipment or hazardous materials without the written consent of the GDPR.
8. Portable grills and cooking devices using open flame and/or bottled gases are prohibited inside the clubhouse or on the deck. Permission from the department is necessary to bring a portable grill.
9. Only wood or fire logs may be used in the fireplace. **You must bring fireplace tools and a metal bucket for cleanup.**
10. Pets are not permitted in indoor facilities unless they are a service animal. Discard pet waste properly.
11. Department representatives and/or local law enforcement have the right to enter the premises at any time.
12. **Live entertainment, food trucks, catering**, etc., must have prior approval by the Director of Parks & Recreation (the Dept. has location and documentation requirements for such activities. additional fees may apply;
13. All groups must vacate the facility at the end of their rental time. All user-owned equipment/supplies must be removed after the event; No entry prior to the scheduled rental time.
14. The facility must be cleaned, floors swept and mopped, if necessary, counters and tables wiped clean and left in good order, and all trash must be taken to the dumpster at the end of your rental. *See the checklist for complete cleanup procedures.*
15. Tables and chairs must be put back in the storage area as you found them.
16. Any violation of this agreement, facility's rules, Park Conduct rules and regulations, and policies, or undue disturbance, or abuse of the facility at any time shall constitute a violation of this agreement, and no monies shall be refunded (**see checklist for cleanup**).
17. Vehicles must remain on roads or in parking areas. **The concrete pad in front of the Clubhouse is NOT a parking area – On-street parking ONLY in this area. Police will be contacted to ticket and/or tow all vehicles in non-parking areas.**
18. The City of Gahanna is not responsible for lost and/or damaged property, accidents, or injuries incurred while using the City facilities.
19. The key must be picked up prior to rental time from the Parks & Recreation office during regular business hours. If the key is not picked up, renter must call Facilities Division and will be charged \$50 to have the key delivered day of rental.

INFORMATION TO ACCOMPANY YOUR RENTAL OF THE CLUBHOUSE

CHECKLIST FOR CLEANUP Please complete the following cleaning steps. Failure to do so will result in deductions from your deposit for costs of cleaning, repair, replacement, or restoration. The following are the minimum cleaning requirements needed for a complete refund of your deposit.

**Golf Course Clubhouse
220 Olde Ridenour Rd, Gahanna, Ohio 43230**

Cleaning supplies are located in the hall closet.

Return tables and chairs to the closet on the south side of the room

- _____ Clean and disinfect all tables, chairs, countertops and sink at the end of your rental
- _____ Remove all streamers, tape, decorations, etc. from all tables, rafters, walls, lights, etc.
- _____ Fold all tables and store all tables and chairs in proper area
- _____ Remove from kitchen and site food, supplies, etc. that you brought in (including items in the refrigerator and freezer)
- _____ Sweep all floors
- _____ Mopping spills – there are directions on what to use to clean the floors on the cleaning closet door
- _____ Empty all trash (including restroom cans) and line with new trash can liners
- _____ Take all trash to dumpster in the parking lot area
- _____ Turn off inside lights
- _____ Lock all outside doors when leaving and check each to make sure locked from outside
- _____ Return key to City Hall (may place in drop box on southeast side of building)

Once the facility has been checked to ensure completion of the above tasks and there are no damages, the deposit will be refunded.

If you have issues during your rental:

For emergencies, call the police and fire by dialing 911. For non-emergency related items, contact the Facilities Division at: (614) 342-4290.

The key must be picked up prior to rental time from the Parks & Recreation office during regular business hours. If the key is not picked up, the renter must call Facilities Division and will be charged \$50 to have the key delivered day of rental. If accidentally locked out of a facility, call our Facilities Division. The Facilities Division can be reached at (614) 530-4290 for assistance with keys and non-emergency-related issues.