

**FACILITY RENTAL CONTRACT  
PENFIELD TOWNSHIP**



**41012 State Route 18  
Wellington, OH 44090**

I, \_\_\_\_\_ representing \_\_\_\_\_  
(name) (family, group or organization)

for \_\_\_\_\_ hereby reserve the Penfield Township (check one)  
(event or activity)

MEETING HALL (small hall)  or COMMUNITY ROOM (large hall)

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ : \_\_\_\_\_ AM/PM to : \_\_\_\_\_ : \_\_\_\_\_ AM/PM

**RENTAL CHARGES:**

- Meeting Hall **\$100.00** and **\$50.00** security deposit
- Community Room: **\$300.00** and **\$200.00** security deposit
- Reentry Fee **\$20.00** (Staff is required to make an additional trip to unlock the building day of rental)
- Extra opening day prior, after 5:00 PM Fee **\$50.00**

I hereby declare that I have read and will comply with the terms, conditions, and general regulations set forth in this rental contract. I also declare that no illegal activity will be conducted or permitted on Penfield Township property during the designated hours of my event.

I hereby set forth my signature as the individual responsible for all payments and activities for this event. I agree that I will accept full financial responsibility for personal injury and property damages during use of said location. I understand that failure to comply with all rules of this agreement may result in being prohibited from future use of the facility. I also agree to compensate and hold harmless Penfield Township, its representatives, and its employees from all liability, claims, damages, or costs for or arising out of the use of any facility of Penfield Township whether it be caused by the negligence of the renter, Penfield Township, or either party's agents or employees, or otherwise.

ADDRESS: \_\_\_\_\_

PHONE #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ TEXT MESSAGING: YES  NO

EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**RETURN THIS PAGE WITH YOUR PAYMENT**

Make checks or money orders payable to: *Penfield Township*

**Note:** To arrange for the use of facilities, call the Hall Coordinator, Tim Tyrone at 440-396-3096.

**MEETING HALL** (small hall) accommodates theater seating for 60 or banquet seating for 42 people. No kitchen privileges are included; there are plugs for roasters, crock pots or coffee makers.

The rental fee is **\$100.00** plus **\$50.00** security deposit. Extra openings are **\$20.00**

This hall has a cathedral ceiling, which is equipped with incandescent can lights that may be dimmed or increased in intensity by sliding the on/off switch.

**COMMUNITY ROOM** (large hall) accommodates theater seating for 300 or banquet seating for 160 people.

The rental fee is **\$300.00** plus **\$200.00** security deposit. Extra openings **\$20.00**

This hall has a cathedral ceiling, which is equipped with florescent lighting that may be turned on or off in banks. In addition, there is a row of recessed shielded eyeball lights that wash the walls. These may be used separately to create mood lighting.

Use of the kitchen is included with the large hall. (Also includes a 90 cup percolator)

**Terms, Conditions, and General Regulations**

**Payment**

The requested date will be reserved, but is not confirmed until the security deposit has been received. If the security deposit is not received within 10 days, the date will be forfeited.

Full payment is due **30 days** prior to the scheduled date. **If the balance is not paid, the date and the security deposit will be forfeited.** The required rental payment must be cash, check, or money order.

There will be a **\$20.00** fee for all returned checks.

**\*\*\*Make checks & money orders payable to Penfield Township\*\*\***

**Cancellation**

Paid rental fees will be refunded if written notification of cancellation is received no later than 90 days prior to the scheduled event date. Cancellation by phone must be followed by written notification before refund will be issued. If cancellation is made less than 90 days prior to event date, but more than 30 days prior to event date, a **\$50** cancellation fee will be withheld. If cancellation is made within 30

days of the event date, the entire security deposit will be forfeited.

### **Damages and Other Charges**

All damages will be charged at the full replacement or repair cost as determined by the township.

A fee will be charged if ANYTHING is left for next day cleaning.

Charges will be assessed for damage, missing items, and extra cleaning required by township staff.

### **Permits**

Caterers must have a current health board permit and adequate liability insurance coverage as determined by the Township Trustees.

If any alcoholic beverages are served, it is your responsibility to comply with any and all laws, regulations, and rules set forth by the Ohio Department of Liquor Control and to obtain any permits required by said agency.

### **Additional information**

- Wi-Fi Password: rental15
- Food must be pre-cooked if you are catering the meal yourself.
- Kitchen items to bring if needed: serving utensils, dishes, silverware, dishcloths, towels, and detergent/soap for cleanup.
- It is **your** responsibility to place bagged trash in the wheeled containers in the back hallway.
- The Hall will be opened for you. Unless prior arrangements are made, the rental period runs from 8:00 AM until 12 midnight. Clean up must be completed by 1:00 AM, including taking down tables, chairs, and decorations; turning off lights; checking restrooms; and locking doors and windows. It is **your** responsibility to lock it when you are finished.
- Additional parking is available in the back lot and at the small park across the road.
- The security deposit will be refunded after the first Tuesday of the month following the rental date.
- Dependent upon scheduling, the hall may be available the day prior from 5:00 PM until 10:00 PM for setup at an additional cost of \$50.00.

### **Furnished by the Township**

- Handicap accessible restrooms and drinking fountain
- Tables and chairs (You must set up/take down - Please stack chairs in the big hall in stacks of eight.)

- Cleaning supplies are located in the closet next to the water fountain (between the restrooms), including a dust broom, broom, dust pan, mop, and bucket.
- Trash containers (additional trash bags provided in the bottom of the each container)

**Instructions provided upon arrival**

- Operation of the blinds
- Operation and use of the service window
- Operation of the main door lock

**The following are PROHIBITED**

- Wall and ceiling decorations (Nothing is to be affixed to the walls or ceiling in any manner.)
- Push pins, tacks and/or staples
- Substances on floors such as saw dust, cornmeal, dance wax, baby powder, sand, etc.
- Glitter (requires significant time by the cleaning staff to remove it from the chairs and floors)
- Smoke machines (They trigger the fire alarm system.)
- Open burning of candles (Candles must be enclosed or floating in glass receptacles.)
- Animals (excluding service animals)
- Smoking in the buildings or on the porches (Ash receptacles are located along the sidewalks.)
- Use of the podium in the Meeting Hall

In case of a power failure due to overloading receptacles, call any Township Trustee, or the Hall Coordinator. Elected officials of Penfield Township, or their designated representatives, reserve the right to ensure compliance for all meetings and activities in Penfield Township facilities.

**YOU ARE ONLY AUTHORIZED FOR THE HALL THAT YOU RENTED**

(Please do not swap tables, chairs, etc. between halls.  
Leave resources and furnishings as you found them.)