



**Heritage Park Log House Reservation Contract**  
 % Groveport Town Hall, 648 Main Street, Groveport, Ohio 43125  
 614. 836.3333 fax 836.1117  
**Contract not valid until signed by Village Administrator.**

Event: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Depart Time: \_\_\_\_\_  
 Reservation Fee: \$ \_\_\_\_\_ (paid: \_\_\_\_\_)

**Payment:**

- a. The Log House in Heritage Park may be reserved at no cost to any resident, local civic association or person employed within the Village of Groveport for social events (i.e. no profit-motivated activity.) The Log House may be reserved by any non-resident of Groveport for \$50.00 per hour.
- b. A rental fee of 25% of total receipts will be required from any profit-motivated activity.
- c. Security may be required at an additional expense, depending on the nature of the event.

**Log House Policies:**

- a. Parks are open from sunrise to sunset, unless otherwise noted.
- b. Alcohol, illegal substances, red beverages, glitter, smoking and lit candles are prohibited.
- c. Pets are not permitted inside the Log House.
- d. Overnight parking and camping are prohibited.
- e. Parking must be in designated areas only.
- f. Group is responsible for set-up of room and return to original set-up. Tables/chairs **may not** be removed from the Log House without prior approval by staff.
- g. Rubbish must be placed in exterior waste cans and grounds kept in good and clean condition. Chairs, tables, benches and building must not be defaced in any way.
- h. Materials, e.g. scotch tape, may not be applied to painted surfaces.
- i. Group's activities and its individual participants are restricted to assigned room.
- j. Youth/teen activities must have adequate adult supervision of at least 1 adult per 10 youth.
- k. Illegal and inappropriate conduct will not be tolerated.
- l. All local, state and federal laws and ordinance apply.
- m. Amplified sound shall not interfere with other visitors.
- n. The Village of Groveport is not responsible for any lost or stolen property.
- o. Groups or individuals who abuse the facilities or violate the rules and regulations will be required to leave the premises and will not be issued any future permits. Contract signer is responsible for actions of group.
- p. Approved wood only can be used in the fireplaces, as supplied by the Village of Groveport.

The permit holder agrees to hold harmless and/or indemnify the Village of Groveport from any and all claims, injuries and liabilities arising out of use of the Town Hall. **Contract signer is legally and financially responsible for actions of group and is required to be present at the event for which the Log House reservation is sought. Note: Under Ohio Law, this contract is a public record and as such is subject to disclosure pursuant to a public records request.**

Staff: _____ Administrator: _____
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\_\_\_\_\_  
*Signature of Responsible Party*

\_\_\_\_\_  
*Date*

**PLEASE NOTE:** This permit is for Log House use only. The park is still available for public use. This permit must be in your possession before the above date, and capable of being displayed at the request of a Groveport Police Officer or authorized Village Official.