



# Groveport Town Hall Reservation Contract

648 Main Street, Groveport, Ohio 43125

614.836.3333 fax 836.1117

Contract not valid until signed by Village Administrator.

Event Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Depart Time: \_\_\_\_\_

Room Requested: \_\_\_\_\_ Attendance: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Reservation Fee: \$ \_\_\_\_\_ Paid: \_\_\_\_\_) Private Security: \$ \_\_\_\_\_

Caterer, Karaoke, Other Contracted Service \_\_\_\_\_

### Payment:

- a. Town Hall may be reserved at no cost to any Groveport resident, civic association or person employed within the Village of Groveport for social events (i.e. no profit-motivated activity.) Proof of residency or taxpayer status will be presented upon signing Reservation Contract.
- b. Town Hall may be reserved by any non-resident of Groveport for the following cost:
  - (1) Ballroom, second floor (115 capacity) \$100.00 per hour
  - (2) Third floor, either room (50 capacity) \$ 50.00 per hour
- c. Contract holder may be asked to assume financial responsibility for cost of repairs.
- d. A rental fee of 25% of total receipts will be required from any profit-motivated activity.
- e. Security may be required at an additional expense, depending on the nature of the event.

### Town Hall Policies:

- a. Alcohol, illegal substances, red beverages, glitter, smoking, lit candles, bubble/fog machines are prohibited.
- b. Pets are not permitted in Town Hall.
- c. Group is responsible for set-up of room and return to original set-up. Tables/chairs **may not** be removed from another room in Town Hall without prior approval by staff.
- d. Rubbish must be placed in waste cans and grounds kept in good and clean condition. Chairs, tables, benches and building must not be defaced in any way. Parties and larger events must bring own trash bags and place rubbish in dumpsters in driveway.
- e. Adhesive materials, e.g. scotch tape, may not be applied to painted surfaces.
- f. If helium balloons are used by group, the fans must not be operated. Loose balloons damage fan motors.
- g. Group's activities and its individual participants are restricted to assigned room.
- h. Parking must be in Municipal Parking Lot across street or designated areas.
- i. Youth/teen activities must have adequate adult supervision of at least 1 adult per 10 youth.
- j. All local and state laws must be observed.
- k. In the event of an emergency, notify Town Hall staff or call 9-1-1.
- l. The Village of Groveport is not responsible for any lost or stolen property.
- m. 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 legally and financially responsible for actions of group and is required to be present at the event for which the Town Hall rental 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.**

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 Groveport Town Hall.

Staff: \_\_\_\_\_  
Administrator: \_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

## Equipment Usage Agreement

Thank you for selecting Groveport Town Hall for your facility needs. For your convenience, the following items are available for use. Please indicate with a checkmark the items you will need. All items will be returned in original condition.

_____ Easel(s)	_____ Epson LCD Projector	_____ Overhead Projector
_____ Projection Screen	_____ Markers	_____ TV/VCR/DVD
_____ CD Player	_____ Extension Cord(s)	_____ Kitchen Access
_____ Coffeemaker	_____ Slide Projector	_____ Portable Microphone

Other: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Responsible Party*

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

Photo ID & Proof of residency or taxpayer status: \_\_\_\_\_

Verification that Contract Signer is at event: Sign in: \_\_\_\_\_

Sign out: \_\_\_\_\_