



# Crooked Alley KidSpace Reservation Contract

630 Wirt Road, Groveport, Ohio 43125  
Office: Groveport Town Hall, 648 Main Street  
www.groveport.org  
Office: 614.836.3333 / fax: 614.836.1117  
Contract not valid until signed by Community Affairs Director

Event Name: \_\_\_\_\_  
Contract Signer: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Arrival Time: \_\_\_\_\_ Depart Time: \_\_\_\_\_ Attendance: \_\_\_\_\_  
Time of Event: \_\_\_\_\_ Deposit Fee: \$ \_\_\_\_\_ Reservation Fee: \$ \_\_\_\_\_ Paid By: \_\_\_\_\_ # \_\_\_\_\_

## Payment:

Receipt # \_\_\_\_\_

- A. KidSpace may be reserved for a \$50.00 nonrefundable fee to any City of Groveport resident, civic association or person employed within the City of Groveport for meetings or social events (i.e. non profit motivated activity).
- B. KidSpace may be reserved by any non-resident of the City of Groveport for a nonrefundable fee of:  
\$300 per day/event (under 25 people)  
\$400 per day/event (between 26-75 people)  
\$500 per day/event (over 75 people)
- C. **A Security Deposit of \$100 will be required for both Resident and Nonresidents.** Security deposits will be returned if there is no damage and rules are followed. We have the right to withhold the difference in cost for any parties that exceeds attendance indicated on signed contract.
- D. Security Deposits Refund: Allow approximately 2 weeks to have a refund check sent to listed address above.
- E. A fee of 25% of total receipts will be required from any profit-motivated activity.
- F. Contracted services may have room usage at non-scheduled times, e.g. wedding planner two hours prior to event, only with their own signed contract. Additional fees apply if non-Groveport taxpayer.
- G. Security may be required at an additional expense, depending on the nature of the event.

## Crooked Alley KidSpace Policies:

- A. **NOT ALLOWED:** Alcohol, illegal substances, red beverages, glitter, smoking, pets, lit candles, bubble/fog machines are prohibited. Nails, tacks, push pins, tape and other adhesive materials shall not be applied to any surface, e.g. windows, ceilings, mirror, floors. Do not touch or adjust thermostat. **If alcohol or illegal substances are found police will be present for immediate removal and shut down of event, forfeiting deposit refund and future rentals.**
- B. **Set-Up:** Three tables will remain standing in the large room; two tables will remain standing in Library. Contract signer is responsible for set-up and take down of additional tables and chairs. On departure, additional tables will be returned to storage room, chairs will be stacked, and toys will be returned to storage areas.
- C. **Reserved Parking Signs:** Three A-frame signs are available for your placement noting that the lot is closed to public parking during your event. These do not guarantee that others will not be using the parking, but they do help to limit the spaces used by others during your event. These signs must be returned to the indoor storage space after your event.
- D. **Acceptance of Key:** Key to be picked up by Contract Signer time reservation starts at Town Hall. Key will be returned immediately after event to a Town Hall staff person or, if after hours, to the mail slot at the right of Town Hall's main entrance.
- E. **Housekeeping:** Trash shall be placed in dumpster adjacent to building on Oak Street. Chairs, tables, benches and building shall not be defaced in any way. Doors and windows will be locked. Lights turned off at departure. Floors, tables, walls, restrooms and grounds cleaned as necessary. Housekeeping supplies are located under kitchenette sink and housekeeping closet.
- F. **Parking** must be in the KidSpace parking lot, (2) Municipal Parking Lots: by Ace Hardware and behind Birch Tavern. Main Street and in non-permit streets where available. *Map is available*
- G. All local and state laws must be observed.
- H. In an emergency, call 9-1-1.
- I. The City of Groveport is not responsible for any lost or stolen property.

PO# \_\_\_\_\_

## KidSpace Reservation Contract (page 2)

J. Groups or individuals who abuse the facilities or violate the policies will be required to leave the premises and will not be issued any future permits.

K. The permit holder agrees to hold harmless and/or indemnify the City of Groveport from any and all claims, injuries and liabilities arising out of the use of KidSpace. Note: Under Ohio Law, this contract is a public record and as such is subject to disclosure pursuant to a public records request.

\_\_\_\_\_  
*Signature*

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

*By Signing I confirm that the information submitted in this application is true and correct to the best of my knowledge. I further understand that any false statements may result in denial or revocation of future rentals and that I may not get my full deposit returned.*

I agree to the following:

- **Responsible for set-up and returning room to original set-up and condition upon completion of signed contract time indicated. Vacate by \_\_\_\_\_:\_\_\_\_\_ am / pm**
- To be legally and financially responsible for the actions of the group.
- To not permit use of prohibited items, e.g. adhesive materials, etc. **If alcohol or illegal substances are found, police will be present for immediate removal and shut down of event, forfeiting deposit refund and future rentals.**
- To be responsible for return of parking signage after use.
- To be responsible for locking exterior doors and windows, ensuring cleanliness of facility and receiving, returning KidSpace key.
- To adhere to all KidSpace reservation policies.
- Responsible for informing your guest where to park. See letter (F) under KidSpace Policies. *Map is available*

**\*\*All groups must depart the building by the end time stated on contract reservation.**

**NO EXCEPTIONS**

\_\_\_\_\_  
Contract Signer

\_\_\_\_\_  
Date

### Photo ID & proof of current residency or taxpayer status:

Photo ID |  185 Tax Res. |  Business Res. (*provided 30 day paystub*) |  other: \_\_\_\_\_

### Sign-Out of KidSpace Key:

I certify that I have received key# \_\_\_\_\_ for Crooked Alley KidSpace, that I will observe all KidSpace policies, and that I will return the key promptly at the conclusion of the event. ID required.

\_\_\_\_\_  
Signature of Contract Signer

\_\_\_\_\_  
Date and Time

### Return of KidSpace Key:

I certify that I have returned key# \_\_\_\_\_ for Crooked Alley KidSpace and that I observed all KidSpace policies.

\_\_\_\_\_  
Signature of Contract Signer

\_\_\_\_\_  
Date and Time

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

Community Affairs Director: \_\_\_\_\_