



Groveport Town Hall Reservation Contract

648 Main Street, Groveport, Ohio 43125

614.836.3333 fax 614.836.1117

www.groveport.org

Contract not valid until signed by Community Affairs Director.

Event Name: _____

Contract Signer: _____

Address: _____ City _____ State OH ZIP _____

Primary Phone: _____ Email: _____

Alternate Contact: _____ Phone: _____

Date of Event: _____ Arrival Time: _____ Depart Time: _____

Room Requested: _____ Attendance: _____ Time of Event: _____

Reservation Fee: \$ _____ Paid: _____) Receipt # _____

Payment:

- a. Town Hall may be reserved with \$50.00 **Nonrefundable** fee for City of Groveport resident, or person employed within the City of Groveport for social events (i.e. no profit-motivated activity.) Proof of current residency or taxpayer status is required upon signing Reservation Contract.
- b. Town Hall may be reserved by any non-resident of City of Groveport for the following cost:
 - (1) Ballroom, second floor (115 capacity) \$200.00 per day, per event
 - (2) Third floor, either room (50 capacity) \$200.00 per day, per event

\$200 is nonrefundable
- c. Contract signer may be asked to assume financial responsibility for cost of repairs or housekeeping.
- d. A rental fee of 25% of total receipts will be required from any profit-motivated activity.
- e. Contracted services and guests may have room usage at non-scheduled times, e.g. wedding planner two hours prior to event, only with their own signed contract. Fees apply if non-City of Groveport taxpayer.
- f. Security may be required at an additional expense to contract signer, depending on the nature of the event.

Town Hall Policies:

- a. **NOT ALLOWED:** Alcohol, red beverages, tape or other adhesive materials, nails, tacks, push pins, pets, glitter, smoking, lit candles and bubble/fog machines.
- b. **HOUSEKEEPING:** Group is responsible for set-up and returning room to original set-up and condition upon completion of event. Chairs, tables and building shall not be defaced in any way. Floors, tables, walls, restrooms and grounds cleaned as necessary. All rubbish must be removed and placed in dumpsters in driveway. Vacuum and other housekeeping items are available in the housekeeping cabinets.
- c. Tables/chairs may not be removed from another location in Town Hall without prior approval by staff. If helium balloons are used by group, the fans must NOT be operated. Loose balloons damage fan motors.
- d. Group's activities and participants will not disturb other guests and their events.
- e. Parking is available in the (2) Municipal Parking Lots: by Ace Hardware and behind Birch Tavern. Main Street and in non-permit streets where available. *Map is available
- f. All local and state laws must be observed.
- g. In the event of an emergency, notify Town Hall staff or call 9-1-1.
- h. The City of Groveport is not responsible for any lost or stolen property.
- i. Groups or individuals who abuse the facilities or violate the policies will be required to leave the premises and may not be issued any future permits.
- j. 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 use of Groveport Town Hall. Note: Under Ohio Law, this contract is a public record and as such is subject to disclosure pursuant to a public records request
- k. This agreement can be withdrawn with a 30 day notice by the City of Groveport.
- l. Children 16 and under must be supervised.
- m. No hanging items/materials from the ceiling fans.
- n. 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.

I acknowledge that I understand and will abide with Town Hall policies

Date

Verification of Taxpayer Status for Complimentary Facility Usage:

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

I agree to the following:

- **Responsible for set-up and returning room to original set-up and condition upon completion of event time indicated.**
- To be legally and financially responsible for the actions of the group.
- To not permit use of prohibited items, e.g. adhesive materials.
- To adhere to all Town Hall Reservation policies.
- Do not move tables and chairs to other rooms.
- Responsible for informing your guest where to park. See letter (e) under Town Hall Policies. *Map is available*

Contract Signer

Date

Event Sign In & Sign Out:

***Must have room cleaned and returned to original set by** _____

Sign In: _____ Sign out: _____

Equipment Usage Agreement:

Thank you for selecting Groveport Town Hall for your facility needs. For your convenience, the following items are available for your use. Please mark the items you would like to borrow. All items will be returned in original condition.

_____ Epson LCD Projector

_____ Markers

_____ Kitchen Access

_____ Projection Screen

_____ Easel(s)

_____ Coffeemaker

_____ Extension Cord(s)

_____ Podium w/microphone

_____ Other: ***Stove/Oven: While in use an adult must stay in the kitchen.**

Signature of Person Signing Out Borrowed Items

Date

Signature of Person Returning Borrowed Items

Date

Staff: _____

Community Affairs Director: _____