



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: _____ Prior Day Setup: Y or N (add \$50)

Attendance: _____ Time of Event: _____ **Deposit Fee:** \$ _____ **Reservation Fee:** \$ _____

Receipt # _____ Paid By: _____ # _____

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 nonrefundable cost:
 - (1) Ballroom, second floor (115 capacity) (2) Third floor, either room (50 capacity)
 - \$300 per day/event (under 25 people)
 - \$400 per day/event (between 26-75 people)
 - \$500 per day/event (over 75 people)
- c. Contract signer may be asked to assume financial responsibility for cost of repairs or housekeeping.
- d. **A security deposit of \$100 will be required for both residents and non-residents.** Security deposits will be returned if there is no damage and rules are followed. We have the right to withhold the deposit for any party that exceeds capacity restrictions indicated on signed contract.
- e. Security Deposits Refund: Security deposits will be refunded in approximately 2 weeks, either by check mailed to the address listed above or by ACH (electronic deposit).
- f. A fee of 25% of total receipts will be required from any profit-motivated activity.
- g. Additional fees may apply for ballroom access at non-scheduled times. An early setup fee of \$50 will apply for prior day setup, if available.

Room Rental Policies:

- a. **NOT PERMITTED:** Alcohol, illegal substances, red beverages, glitter, smoking/vaping, 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. No hanging items/materials from the ceiling fans. **If alcohol or illegal substances are witnessed, police will be present for immediate removal and shut down of event. Deposit and future rentals will be forfeited.**
- b. **HOUSEKEEPING:** Contract signer is responsible for setup and returning room to original 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 waste receptacles in driveway. Vacuum and other cleaning supplies are available in the housekeeping cabinets.
- c. Setup of tables/chairs is the responsibility of the contract holder.
- d. If helium balloons are used, the fans must NOT be operated. Loose balloons damage fan motors.
- e. Parking is available in the two Municipal Parking Lots: Ace Hardware and behind Birch Tavern. On-street parking is available on Main Street and on non-permit streets where available. *Map is available
- f. All local and state laws must be observed.
- g. In the event of an emergency, 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 facility or violate the policies will be required to leave the premises and will not be granted future room rentals.
- 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

PO# _____

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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.

Verification of Taxpayer Status for Complimentary Facility Usage:

Photo ID & proof of current residency or taxpayer status:

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

I agree to the following:

- Responsible for setup and returning room to original condition upon event completion. 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. alcohol, adhesive materials, etc.
- To adhere to all Town Hall Reservation policies.
- Key must be returned to mailbox slot located in the front of Town Hall near the main entrance at completion of event.
- Responsible for informing your guest where to park. See letter (e) under Town Hall Policies.
- Children must be supervised at all times.

Contract Signer

Date

Key Pickup:

Signature

Date

By signing, I confirm that I have completed the room rental orientation, been issued a key, and agree to the room rental policies.

Staff: _____

Community Affairs Director: _____