

Parks Facility Rental Agreement

RESERVATION IS FOR THE SHELTER/GAZEBO – ALL OTHER PARK AMENITIES ARE OPEN TO THE PUBLIC

Applicant's Name: _____ Date Reserved: _____
Address: _____ Name of Park: _____
City, State, Zip: _____ Facility Reserved: **Shelter** **Gazebo**
Applicant's Phone Numbers: _____ Time slot reserved: **10am–2pm** or **4pm–8pm**
Home _____ Cell _____ Person in charge: _____
E-mail _____ Event date contact #: _____
Estimated Attendance: _____

Activity: _____ **Is your event open to the public?** _____

All public events require prior approval by the Director of Parks & Recreation

Do you plan on erecting a recreational structure (tent, bounce house, booths, etc.)? _____

Rules/Regulations

The Department of Parks & Recreation reserves the right to deny use of City Parks and facilities to groups who fail to comply with the rules and regulations set forth by the Department and the City of Gahanna. It is understood that the group/organization using the above park/facility will comply with the laws of the State of Ohio, the City of Gahanna, and all rules and regulations set forth by the Gahanna Department of Parks & Recreation; and

1. **Consumption or carrying of beer and/or alcoholic beverages is prohibited in all City of Gahanna Parks. Alcohol brought to any park is a misdemeanor crime;**
2. **Shelters are non-smoking;**
3. **Decorations may be taped to surfaces only-no tacks, staples, screws or nails anywhere in the shelter; no confetti, glitter and/or similar decorations;**
4. Live entertainment, inflatables, dunk tank, pony rides, etc. must have prior approval by the Director of Parks & Recreation (the Dept. has location and documentation requirements for such activities);
5. No betting, gambling or concession sales permitted;
6. Assumes liability for any damage done to the park and facilities;
7. Portable grills are prohibited inside the shelter house. Any cooking apparatus using bottled propane is not permitted inside the shelter house;
8. Will not use wood in the charcoal grills;
9. Will be responsible for all persons in the group using park facilities;
10. Will make certain all cooking fires are properly extinguished;
11. Will park **only** in designated areas;
12. Will observe the rules and regulations established for conduct in the parks of the City of Gahanna by the Parks & Recreation Board;
13. Will put litter associated with your event in containers provided;
14. Any groups that abuse a facility or violate rules and regulations will not be issued any future permits, and charges for damage will be assessed;
15. Pets are permitted in the shelter houses but must be on a leash. Please discard your pets waste properly;
16. The City of Gahanna is not responsible for lost and/or damaged property, accidents or injuries incurred while using City facilities;
17. Picnic tables must not be moved or removed from the shelter.

Rental Fees (effective 8-9-2013 at 4:55pm)

Cost is per time slot	Mon-Fri		Sat-Sun	
	RDR	SR	RDR	SR
Friendship Park Shelter (14 tables)	\$60	\$120	\$80	\$160
Friendship Park Gazebo (2 tables)	\$20	\$40	\$30	\$60
Hannah Park Shelter (20 tables & patio-5)	\$60	\$120	\$80	\$160
Woodside Green Shelter (8 tables)	\$40	\$80	\$50	\$100

****Hannah shelter over head doors are locked shut October 15th through April 15th and are locked open from April 15th to October 15th. Once the doors are in their locked position they will remain that way until the next season. Personnel are not available to change the position of the doors for rentals and the public is not permitted to open/close the doors once they have been locked.***

Signature: _____

Cancellation Policy

If cancellation occurs:

- **More than 30 days from event: full refund less \$10 administration fee**
- **Between 14 – 29 days from event; 50% refund**
- **Less than 13 days from event: no refund**
- **Fees will not be refunded if event is canceled due to inclement weather.**

Date Change Policy: There is a \$10 administrative fee to change the date of a processed rental.

Non-profit: Yes No (if yes, attach copy of exemption certificate.) In order to receive the non-profit rate; fees and deposit must be paid with the organization's checks or credit card. The rental must be for the non-profits use, not personal use.

Rental charges:

\$_____ **Per time slot** = \$_____ check # _____ or cash _____

Credit card #: _____ Exp. date: _____

Name as it appears on card: _____

***\$100.00 REFUNDABLE DEPOSIT*:** **Deposit will not be used unless there are damages to the facility or not cleaned.*

Check (post date to date of event) # _____ SHRED PICK-UP

Credit Card on File [] **must be used for initial rental fees**

PURSUANT TO PERMITS GRANTED BY THE STATE OF OHIO TO THE CITY OF GAHANNA, THE LESSEE IS NOT PERMITTED TO POSSESS ANY ALCOHOLIC BEVERAGES NOT PURCHASED AND CONSUMED ON THE PREMISES AND WITHIN THE SCOPE OF THE PERMIT. THE CARRYING IN OF ANY ALCOHOLIC BEVERAGE INTO THE RENTAL FACILITY IS STRICTLY PROHIBITED. FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN THE LESSEE'S IMMEDIATE FORFEITURE OF ANY DEPOSIT AND ANY ADDITIONAL CHARGES FOR DAMAGES INCURRED.

LESSEE'S INITIALS: _____

I have read the above conditions. I understand that any variances from these conditions will be the responsibility of the user as designated below.

Signature of Applicant: _____ Date: _____

Employee taking payment: _____ Date: _____