



RENTAL POLICY



THE OHIO HERB EDUCATION CENTER

The Ohio Herb Education Center is located in the heart of the Creekside District at 110 Mill Street in Gahanna, Ohio. The first floor of the historic Nafzger-Miller house features a gift shop, parlor room and kitchen and is the perfect destination for a variety of smaller-sized meetings, workshops, parties and events.

RENTAL REGULATIONS

- The Ohio Herb Education Center reserves the right to reject any function that they deem inappropriate use for the character and image of the Herb Center.
- A refundable deposit of \$100 is required in addition to the rental fee. The refundable deposit will be returned in full if the facility has not been damaged, or a loss of property. If there is damage or loss of property, the security deposit will be used for repair costs.
- The applicant agrees to be responsible for the use and care of the building.
- A Gahanna Staff member will be available at the Herb Center during your rental for questions or gift shop sales. Staff member will not interfere with your event.
- Nails, screws, tape or other fasteners may not be used to adhere decorations.
- Clean-up: Tables, chairs and floors must be swept and/or cleaned after the event. Countertops, sinks, or other table or kitchen surfaces must be cleaned. All trash must be remove from the facility and place in the dumpsters behind the Center.
- No fires or candles are allowed inside the building.
- The refrigerator, stove and icemaker may be used if prior permission is obtained.
- All guests must vacate the premises at the end time stated on their contract.
- Un-chaperoned youth events are not permitted.
- The applicant agrees their group will use proper conduct at all times.
- The Ohio Herb Education Center is not responsible for lost items.
- Applicants are not permitted to charge their guests an admission fee.
- The Ohio Herb Center Staff is responsible for table & chair set up and for placement of any of the moveable furnishings as specified by the applicant. Seating is limited and accommodates approximately 20 to 30 inside. Tables and chairs can be set up outside for additional seating and weather permitting and with prior permission.
- Doors and hallways must remain unobstructed for safety regulations.



RENTAL CONTRACT



RENTAL DATE: _____ TIME: FROM _____ TO _____
 ORGANIZATION: _____ TYPE OF EVENT: _____
 CONTACT NAME: _____ ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 PHONE: _____ CELL: _____
 EMAIL: _____

RENTAL HOURS & FEES

	Monday - Sunday
8:00 am - 5:00 pm	\$75 Per Three Hours for Residents \$100 Per Three Hours for Non-Residents
5:00 pm - 10:00 pm	\$100 Per Three Hours for Residents \$125 Per Three Hours for Non-Residents

(Minimum Rental: 3 Hours. A charge of \$20 will be accessed for each additional hour.)

FACILITY RENTAL FEE & REFUNDABLE SECURITY DEPOSIT

DATE OF THE EVENT WILL NOT BE SECURED UNTIL THIS RENTAL CONTRACT, REFUNDABLE DEPOSIT AND RENTAL FEE HAS BEEN RECEIVED BY THE OHIO HERB EDUCATION CENTER.

FACILITY RENTAL FEE: Fee includes rental of the building, and any additional services agreed upon by OHEC staff.

Total Hours: _____ Total Fee: _____ Check # _____ or Cash Date Paid: _____

Visa or M/C# _____ Exp Date: _____

Name as it appears on card _____

REFUNDABLE DEPOSIT: A refundable deposit of \$100 is required for each rental. The refundable deposit must be a separate check and due with the rental fee.

\$100 Refundable Deposit—May not be paid with cash or credit card; check or money order only)

Check# or MO# _____ Date Paid: _____

We require 30 days notice if cancelling for a full refund, 14-29 days 50% refund, less than 13 days no refund.

NAME (Please Print): _____

SIGNATURE: _____

HERBAL PROGRAMS

The Ohio Herb Education Center also offers additional services specifically created for rental groups. Herbal demonstrations and samples are also available for an additional charge and are a wonderful highlight to any meeting. Demonstrations include: Herbal Teas, Herbal Vinegars, Potpourris, Herbal Decorations for the Home & Garden and the Culinary Uses of Herbs. (For a complete list of workshops contact the Ohio Herb Education Center.)