



## Ohio Herb Education Center

### 2017 Parlor Rental Form

Make checks payable to the City of Gahanna.

You must submit in person to either:

Ohio Herb Education Center, 614.342.4380

110 Mill Street, Gahanna, Ohio 43230

or City of Gahanna, 614.342.4250

200 S. Hamilton Road, Gahanna, Ohio 43230

### Frequently Asked Questions

- **Interested in renting the parlor at the Ohio Herb Education Center?** Rental includes 3 hours in the parlor, onsite employee for questions and access to the kitchen and porches. Suggested parlor capacity is 20-25 people.
- **Want to rent the parlor for longer than 3 hours?** Purchase additional hours at rates listed below.
- **What about set up and clean up?** You must set up and clean up within your purchased rental time. The herb center cannot accept or store drop off items prior to rental time.
- **Do you have additional services?** Yes, for a small fee the Ohio Herb Education Center can supply insulated cups and hot/iced tea of your choice for your event.
- **What about decorations?** Parlor rental includes 20-25 chairs and three wooden round tables (2) four-foot and (1) five-foot. Please provide your own linens, place settings and decorations. The plate railings can be used to hold framed photos and artwork. Due to the historical nature of the house decorations cannot be taped to walls or woodwork. Open flame is also prohibited.
- **Will the shop be closed/open during my rental?** Privacy doors will be used during business hours when the shop is open. Please contact the staff person on duty if you or your guests would like to purchase items from the shop.

### Ohio Herb Education Center 2017 Rental & Additional Service Fee Schedule:

<i>Suggested parlor capacity 20 maximum is 25 people</i>	<i>3-Hour Rental Monday-Thursday</i>	<i>Additional Rental Time by the Hour</i>	<i>3-Hour Rental Friday-Sunday</i>	<i>Additional Rental Time by the Hour</i>
Gahanna Resident Discount Rate	\$105.00	\$35.00	\$150.00	\$50.00
Standard Rate	\$150.00	\$50.00	\$225.00	\$75.00
<i>Additional Service</i>				
Herbal Tea	\$15.00		\$15.00	

### Non Profit Organizations

Non-profit organizations that wish to receive special rate consideration must provide proper documentation (i.e. 501c3) and be approved by the Director of Parks & Recreation. If proper documentation is not submitted, the Organization will pay the appropriate rate. All non-profits must pay with their organizations check or credit card in order to receive the special rate.

**Please complete the following information to rent the Ohio Herb Education Center Parlor:**

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Gahanna Resident? Yes \_\_\_\_\_ No \_\_\_\_\_

Home Phone \_\_\_\_\_ Work or Cell \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event \_\_\_\_\_

Date of Rental \_\_\_\_\_ Hours of Rental \_\_\_\_\_ # Guests \_\_\_\_\_  
(Ex: 6:00pm-9:00pm)

<b>Total Cost: Parlor Rate</b> _____ <b>+ Additional Services</b> _____ = \$ _____ (If applicable)
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**Payment Method** (circle one)

Cash \_\_\_\_\_ Money Order \_\_\_\_\_ Check \_\_\_\_\_ Check or MO Number: \_\_\_\_\_  
*Make checks and money orders payable to the City of Gahanna*

Credit Card - Please charge my credit card (circle one): MC \_\_\_\_\_ Visa \_\_\_\_\_ AMEX \_\_\_\_\_ Discover \_\_\_\_\_

\_\_\_\_\_  
Name of Cardholder \_\_\_\_\_ Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Cardholder \_\_\_\_\_ Pd. \_\_\_\_\_  
Employee Initials \_\_\_\_\_

**Refundable Damage Deposit**

I understand that I will be charged a \$100.00 DAMAGE DEPOSIT if there are damages to the facility or not cleaned. **Cardholder Initials** \_\_\_\_\_

If paid by check or money order, please pre-date check for rental date. Check/M.O.# \_\_\_\_\_ Pd. \_\_\_\_\_ Employee Initials \_\_\_\_\_

**Alcohol Policy**

Pursuant to permits granted by the State of Ohio to the City of Gahanna, the lessee is not permitted to possess any alcoholic beverages. The carrying in of any alcoholic beverages 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: \_\_\_\_\_

**Program/Rental/Activity Waiver**

For and in consideration of the opportunity to participate in the above described Gahanna Department of Parks & Recreation Program, I, for myself, my heirs, executors, and administrators, acquit, discharge and covenant to hold harmless the City of Gahanna, its successors, its officers, employees, servants, and agents of and from any and all actions, claims, causes of actions, claims demands, damages, costs, loss of services, expenses and compensations, on or account of or in any way growing out of any and all personal injury or property damage which may result to me as a result of participation in the aforementioned activity.

By signing below I state that I have read and understand the Rental Policies, Program/Rental/Activity Waiver.

\_\_\_\_\_  
Signature (Parent/Guardian if participant(s) are under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Taking Payment

\_\_\_\_\_  
Date



## **Rental Policies**

Refunds/cancellations: Fees will not be refunded if event is canceled less than two (2) weeks prior to the scheduled reservation for any reason. Changes to reservation or cancellations are subject to administrative fees (\$10.00 per change).

The Department of Parks & Recreation reserves the right to deny use of City Parks and facilities to the 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, including the Ohio Herb Education Center.
2. Alcohol brought to the Ohio Herb Education Center is a misdemeanor crime.
3. Smoking is prohibited in the Herb Center.
4. No person shall carry firearms or other weapons into the Ohio Herb Education Center. Any weapon brought to the facility is a misdemeanor crime.
5. Will be responsible for all persons in the group and the use and care of the building; un-chaperoned youth events are not permitted.
6. Lessee assumes liability for any damage or loss of property for to the parlor. Any groups that abuse the center or violate rules and regulations will not be issued any future permits, forfeits the security deposit and will be charged for damages;
7. No fires or candles are allowed inside the building.
8. Will park only in designated areas.
9. 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.
10. 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 and recycling must be removed from the facility and placed in the proper receptacles.
11. Due to historical nature of the parlor, nails, screws, tape or other adhesive fasteners may not be used in decorations.
12. 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. Doors and hallways must remain unobstructed for safety regulations. The refrigerator, stove and icemaker may be used if prior permission is obtained.
13. No betting or gambling; Lessee is not permitted to charge their guests an admission fee.
14. Pets are not permitted.
15. Live entertainment must have prior approval by the Director of Parks & Recreation;
16. The City of Gahanna is not responsible for lost and/or damaged property, accidents or injuries incurred while using City facilities.

## **Cancellation Policy**

### **If cancellation occurs:**

- More than 30 days from event: full refund less \$25 administration fee
- Between 14-29 days from event; 50% refund
- Less than 13 days from event: no refund

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