



OHIO HERB EDUCATION CENTER

110 MILL ST, GAHANNA, OH 43230
614.342.4380
WWW.OHIOHERBCENTER.ORG



Ohio Herb Education Center 2019 Parlor Rental Form

Make checks payable to the Ohio Herb Education Center.
You must submit in person to either:
Ohio Herb Education Center, 614.342.4380
110 Mill Street, 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 2019 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>
Standard Rate	\$150.00	\$50.00	\$240.00	\$80.00
<i>Additional Service</i>				
Herbal Tea for 25	\$25.00		\$25.00	

- The rental fee and refundable deposit are due at the time of reservation.
 - The renter will be refunded the deposit if there are no damages, go over the rented time, nor violations to the agreement.
- The refundable deposit fee is \$100. This deposit is charged at the time of the rental.
- The credit card or check used for payment must be in the name of the applicant.

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

Name: Last _____ First _____

Home Phone _____ Work or Cell _____

Address _____ City _____

State _____ Zip _____ Email: _____

Type of Event _____ Driver's License #: _____

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

Total Cost: Parlor Rate _____ + Deposit _____ + Additional Services _____ = \$ _____ (If applicable)

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 CVV Code

Signature of Cardholder Pd. _____ Employee Initials

Deposit Policy

This deposit is NONREFUNDABLE if there are damages to the facility or not cleaned, or if the rental goes over the time allotted. I understand that the deposit is \$100. This deposit is charged at the time of the rental and refunded after the rental upon inspection. My card will be charged if there are damages to the facility or not cleaned.

Lessee's 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: _____

Liability

Ohio Herb Education Center & Visit Gahanna shall have no liability to renter for matters neither beyond its reasonable control nor for consequential or incidental damages. In the event of Ohio Herb Education Center's inability to perform, its liability shall be limited to the return of all or part of the rental fee. The rental party shall be liable for, and shall indemnify and hold harmless Ohio Herb Education Center & Visit Gahanna from and against all aspects of the activities of the rental party and its guests, agents and employees of the premises during the rental.

By signing below I state that I have read and understand the Rental Policies and Deposit policy.

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

Date

Employee Taking Payment

Date

Rental Policies

The Ohio Herb Education Center & Visit Gahanna reserves the right to deny use of the facility to the groups who fail to comply with the rules and regulations set forth by the Ohio Herb Education Center. It is understood that the group/organization using the facility will comply with the laws of the State of Ohio, and all rules and regulations set forth by the Ohio Herb Education Center & Visit Gahanna; including

1. Consumption or carrying of beer and/or alcoholic beverages is prohibited in the Ohio Herb Education Center.
2. Smoking is prohibited in the Herb Center.
3. No person shall carry firearms or other weapons into the Ohio Herb Education Center. Any weapon brought to the facility is a misdemeanor crime.
4. Will be responsible for all persons in the group and the use and care of the building; un-chaperoned youth events are not permitted.
5. 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;
6. No fires or candles are allowed inside the building.
7. Will park only in designated areas.
8. A 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.
9. 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.
10. Due to historical nature of the parlor, nails, screws, tape or other adhesive fasteners may not be used in decorations. No confetti, glitter, silly string or similar decorations are allowed.
11. 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.
12. No betting or gambling; Lessee is not permitted to charge their guests an admission fee. No retail or other sales permitted.
13. Pets are not permitted.
14. Live entertainment must have prior approval.

Cancellation Policy

If cancellation occurs:

- More than 180 days from event: full refund and security deposit refund, less a \$25 administration fee.
- Less than 180 days but more than 30 days from event date: 50% of total rental fee and full security deposit refunded.
- Less than 30 days from event date: no refund, security deposit refunded.
- If the renter cancels the event due to inclement weather, no rental fees will be refunded. Security deposit will be refunded.
- If the Ohio Herb Education Center cancels your event, you receive a full refund and security deposit refund.

Lessee's Initials: _____

Alcohol Policy

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Lessee's Initials: _____