

Shelter Rental Agreement

City of Gahanna Department of Parks & Recreation
200 S. Hamilton Road, Gahanna, Ohio 43230 (614) 342-4250 Fax: (614) 342-4351
RESERVATION IS FOR THE SHELTER – ALL OTHER PARK AMENITIES ARE OPEN TO THE PUBLIC

Renters Name: _____ Date Reserved: _____
Organization Name: _____ **Park:** Friendship Hannah Woodside Green
Address: _____ Facility Reserved: **Shelter Gazebo**
City, State, Zip: _____ Time slot: **10am–2pm or 4pm–8pm or 10am-8pm**
Home _____ Cell _____ Estimated Attendance: _____
Day of Event Phone #: _____ E-mail: _____

Event Information

Type of Event: _____ Is your event open to the public? _____

Food Truck? Yes No (Renters are not permitted to charge attendees for food)

Alcohol: Yes No (Please note: Alcohol is only permitted at certain City Parks and you must purchase an alcohol permit at least 30 days prior to your event.)

Amplified music/sound? Yes No If yes, source: Band DJ Speaker/PA Other: _____
(Please note: Sound equipment must not be operated so as to be plainly audible at a distance of 100 feet or more.)

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

Additional structures (i.e., tents, bounce houses, booths, concession stands/vehicles), and all public events are subject to additional requirements and approval and possible additional fees - contact the Department for additional information. This process requires at least 30 days notice. **No personally owned inflatables are permitted in any City of Gahanna Park.**

Rental Cancellation Policy

- Any cancellation or transferring of date requested 180 calendar days or more prior to the event date will result in a refund of rental fee and security deposit, less a \$25 administration fee.
- Any cancellation or transferring of date requested less than 180 days but more than 30 calendar days prior to the event date will result in a cancellation fee equal to 50% of the total rental fee. Security deposit will be fully refunded.
- Any cancellation or transferring of date requested less than 30 calendar days prior to the event date will result in a cancellation fee of 100% of the total rental fee. Security deposit will be refunded.
- If the renter cancels the event due to inclement weather, no rental fees will be refunded. Security deposit will be fully refunded.
- If the City of Gahanna cancels your event; you will receive a full refund.

Lost Key or Badge Fee Policy

- If key or badge is not returned within 3 business days after the rental is completed, \$5 late fee will be charged each day items are not returned.
- A charge of \$25 will be assessed for a lost key or badge.

I have read and agree to the Rental Cancellation Policy and Lost Key/Badge Policy Signature: _____

OUTDOOR SHELTER FEES	PEAK SEASON: April – October FRIDAY – SATURDAY - SUNDAY			PEAK SEASON: April – October MONDAY - THURSDAY		
	Rental Times	Resident	Non-Resident	Rental Times	Resident	Non-Resident
Friendship Park Gazebo* 3 tables	10a-2p or 4p-8p	\$60	\$90	10a-2p or 4p-8p	\$30	\$40
Friendship Park Shelter* 3 tables outside, 13 tables inside	10a-2p or 4p-8p	\$140	\$210	10a-2p or 4p-8p	\$75	\$90
Hannah Park Shelter & Patio* 5 tables patio, 20 tables inside	10a-2p or 4p-8p	\$200	\$300	10a-2p or 4p-8p	\$75	\$90
Woodside Green Shelter * 9 tables	10a-2p or 4p-8p	\$100	\$150	10a-2p or 4p-8p	\$50	\$60

*Tuesday after Memorial Day through August 17 due to camp, rental time is 7 – 10pm and is not pro-rated

OUTDOOR SHELTER FEES	Non-Peak Season: November - March		
	Rental Times	Resident	Non-Resident
Friendship Park Gazebo* 3 tables	10a-2p or 4p-8p	\$40	\$50
Friendship Park Shelter* 3 tables outside, 13 tables inside	10a-2p or 4p-8p	\$60	\$75
Hannah Park Shelter & Patio* 5 tables patio, 20 tables inside	10a-2p or 4p-8p	\$75	\$90
Woodside Green Shelter * 9 tables	10a-2p or 4p-8p	\$50	\$60

- 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 nor violations to the agreement.
- The refundable deposit fee is 50% of the rental fee. This fee is charged at the time of the rental.
- The credit card or check used for payment must be in the name of the applicant.

****Hannah shelter overhead 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.***

Rental charge: \$ _____ **Per time slot = \$** _____ check # _____ cash _____

Deposit charge: \$ _____ **Total charges:** _____

Method Of Payment	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
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Credit Card #: _____ Exp. date: _____ CVV/CVC _____

Name as it appears on card: _____

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

Signature of Renter: _____ Date: _____

FOR STAFF USE ONLY

Applicant is a: Resident Corp. Resident Non-Resident
Corp. Residency Verification: Pay Stub Employment Letter

Alcohol Permit: YES NO
Copy of ID and application to Police: YES NO
Approved by Police: YES NO
Alcohol Order given to GC Supervisor: YES NO

Identity Verification: Driver License State I.D.

Staff Processing Reservation: _____

Today's Date: _____

Rules & Regulations

Gahanna Department of Parks & Recreation (GDPR) 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 GDPR and the City of Gahanna. Disregarding of these rules will result in forfeiture of the deposit and when applicable, charges for labor, supplies, repair of damage, and possible legal charges/fines/imprisonment:

1. Person reserving shelter facility must be at least 18 years old. Renter shall be held legally and financially responsible for the conduct of all group members and shall remain on site during the rental. Renter agrees to use the facility in a safe and careful manner and shall comply with all federal, state and local laws and any rules and regulations set forth by the City of Gahanna. Renter cannot sublease this rental. Parks rules can be viewed at www.gahanna.gov.
2. **Consumption and/or possession of beer and/or alcoholic beverages are prohibited in all City of Gahanna Parks and facilities. Alcohol brought to any park is a misdemeanor crime. Any indication of alcohol at the site during the rental will result in a forfeiture/charge of the rental deposit.**
3. **Facilities are non-smoking; any indication of smoking within a facility will result in forfeiture/charge of the rental deposit and may result in additional cleaning fees, etc.**
4. **Decorations may only be taped to surfaces; no tacks, staples or nails; No confetti, glitter, Silly String or similar decorations;**
5. No betting, gambling permitted.
6. Portable grills and cooking devices using open flame and/or bottled gasses are prohibited inside shelters.
7. Only charcoal may be used in the charcoal grills. Leave coals to extinguish on their own.
8. Only wood may be used in the shelter house fireplace. Leave to extinguish on own.
9. Pets are permitted in the shelter houses but must be on a leash. Please discard your pets waste properly;
10. **Live entertainment, inflatable's, food trucks, catering,** etc. must have prior approval by the Director of Parks & Recreation (the Dept. has location and documentation requirements for such activities) additional fees may apply;
11. Department representatives and/or local law enforcement have the right to enter the premises at any time.
12. The facility must be cleaned, floors swept and mopped if necessary, counters and tables wiped clean and left in good order after use. Please see checklist for cleanup;
13. All groups must vacate the facility at the end of their rental time. All user-owned equipment/supplies must be removed after event;
14. No admission, concession, retail or other sales permitted.
15. Renter may not bring in any heavy equipment or hazardous materials without written consent of the GDPR.
16. Any violation of this agreement, facility's rules, Park Conduct rules and regulations, and policies, or undue disturbance, or abuse of the facility at any time shall constitute a violation of this agreement and no monies shall be refunded (**see checklist for cleanup**).
17. Vehicles must remain on roads or in parking areas. No parking/driving on grass or trails.
18. Will put litter associated with your event in containers provided;
19. The City of Gahanna is not responsible for lost and/or damaged property, accidents or injuries incurred while using City facilities;
20. Picnic tables must not be moved or removed from the shelter.

CHECKLIST FOR CLEANUP

Please complete the following cleaning steps. Failure to do so will result in deductions in your deposit for costs of cleaning, repair, replacement, or restoration. The following are the minimum cleaning requirements needed for a complete refund of your deposit.

THERE ARE NO CLEANING SUPPLIES, BROOMS, MOPS OR EXTRASH TRASH BAGS AT THE SHELTERS. YOU MUST BRING THEM WITH YOU.

- _____ Remove all streamers, tape, decorations, etc. from all tables, rafters, walls, lights, etc.
- _____ Wipe down all tables and benches using cleaner if necessary.
- _____ Pick up all trash off floors.
- _____ Leave trash in trash cans unless overflowing. Remove bags, tie close and put bags outside a restroom.

Police: Call 911 Fire: Call 911

Non-emergency related police issues call Gahanna Police at (614)342-4240.

For non-emergency facility/park related items contact facilities department at: (614)477-9976 and/or (614)530-8039.

Facility address:

Hannah Park
6547 Clark State Rd
Gahanna OH 43230

Friendship Park
150 Oklahoma
Gahanna OH 43230

Woodside Green Park
213 Camrose Ct
Gahanna OH 43230