

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: **10am–2pm 4pm–8pm 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.

I have read and agree to the Rental Cancellation 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 – capacity 24	10a-2p or 4p-8p	\$60	\$90	10a-2p or 4p- 8p	\$40	\$50
Friendship Park Shelter* 3 tables outside, 13 tables inside Capacity - 96	10a-2p or 4p-8p	\$140	\$210	10a-2p or 4p- 8p	\$60	\$75
Hannah Park Shelter & Patio* 5 tables patio, 20 tables inside Capacity - 150	10a-2p or 4p-8p	\$200	\$300	10a-2p or 4p- 8p	\$75	\$90
Woodside Green Shelter * 9 tables – capacity 60	10a-2p or 4p-8p	\$100	\$150	10a-2p or 4p- 8p	\$50	\$60

*Tuesday after Memorial Day through August 13 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 – capacity 24	10a-2p or 4p-8p	\$40	\$50
Friendship Park Shelter* 3 tables outside, 13 tables inside Capacity - 96	10a-2p or 4p-8p	\$60	\$75
Hannah Park Shelter & Patio* 5 tables patio, 20 tables inside Capacity - 150	10a-2p or 4p-8p	\$75	\$90
Woodside Green Shelter * 9 tables – capacity 60	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



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:

City of Gahanna COVID-19 User Agreement

I understand the hazards of the novel coronavirus (“COVID-19”) and am familiar with the Centers for Disease Control and Prevention (“CDC”) guidelines regarding COVID-19. I acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines are regularly modified and updated, and I accept full responsibility for familiarizing myself with the most recent updates. Notwithstanding the risks associated with COVID-19, which I readily acknowledge, I hereby willingly choose to hold my program, event or activity. I will follow the applicable laws and guidelines during the event, activity or program during my time on the premises. I will adhere to and enforce all protocols deemed mandatory by the Responsible RestartOhio guidelines specific to the activity, event or program.

I acknowledge and fully assume the risk of illness or death related to COVID-19 arising from my being on the premises or from using the Facility and participating in the event there and hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE the City of Gahanna, its officials, elected or otherwise, agents, employees, contractors, and assigns (the “RELEASEES”) from any liability related to COVID-19 which might occur as a result my being on the premises, using the Facility, and/or participating in the event, program or activity.

I shall indemnify, defend and hold harmless the RELEASEES from and against any and all claims, demands, suits, judgments, losses or expenses of any nature whatsoever (including, without limitation, attorneys’ fees, costs and disbursements, whether of in-house or outside counsel and whether or not an action is brought, on appeal or otherwise), arising from or out of, or relating to, directly or indirectly, the infection of COVID-19 or any other illness or injury. This Waiver and Hold Harmless Agreement shall bind any assigns and representatives, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the above-named RELEASEES. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of Ohio.

I HEREBY KNOWINGLY AND VOLUNTARILY WAIVE ANY RIGHT TO A JURY TRIAL OF ANY DISPUTE ARISING IN CONNECTION WITH THIS AGREEMENT. I ACKNOWLEDGE THAT THIS WAIVER WAS EXPRESSLY NEGOTIATED AND IS A MATERIAL INDUCEMENT THE PERMISSION GRANTED BY RELEASEES TO BE ON PREMISES, TO USE THE FACILITY, AND TO PARTICIPATE IN THE EVENT.

IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Wavier of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.

_____ Print _____
Signed

_____ Date _____
Organization

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.

RESERVATION DETAILS

- Please practice social distancing during your rental
- Wash your hands often with soap and water
- Please provide hand sanitizer for your guest
- Bring your own disinfectant to clean the tables and benches
- Due to COVID 19 all water fountains remain turned off

CHECKLIST FOR CLEANUP – SHELTERS

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 EXTRA TRASH BAGS AT THE SHELTERS. YOU MUST BRING THEM WITH YOU.

- _____ Clean and disinfect all tables and benches at the end of your rental.
- _____ Remove all streamers, tape, decorations, etc. from all tables, rafters, walls, lights, etc.
- _____ Move all tables back to their original location.
- _____ Pick up all trash off floors.
- _____ Leave trash in trash cans unless overflowing. Remove bags, tie close and put bags outside a restroom.