

Lessee Name: ?

Amount: ?

CK#
Date:
Security:

Parkman Township
16295 Main Market Road
W. Farmington, OH 44491
440-904-0540

RENTAL AGREEMENT FOR PARKMAN COMMUNITY HOUSE

FUNCTION: _____ DATE: _____

AREA RENTED: Main Floor with kitchen _____ Both floors _____

HOURS: _____ a.m./p.m. to _____ a.m./p.m. (Building closes at 1 a.m.)

SECURITY NEEDED _____ a.m./p.m. to _____ a.m./p.m. _____ Total Hours for Security

FEE: _____ SECURITY DEPOSIT _____ TOTAL DUE _____

Your rental period begins at 9:00 a.m. on your function date and ends no later than 1 a.m. Payment is due to secure the date, Additional set-up/clean-up time will require an additional fee and be subject to building availability.

NOTE: THIS BUILDING IS A NON-SMOKING PREMISES. ANY VIOLATION BY THE LESSEE OR GUESTS ATTENDING THE EVENT WILL RESULT IN FORFEITURE OF THE SECURITY DEPOSIT. There is to be NO SMOKING on the Balcony per State Fire regulations.

_____ Initial acknowledging this requirement.

The lessee also agrees that if alcohol is consumed or served, without the presence of a security guard, the security deposit will be forfeited. _____ Initial acknowledgement of this requirement.

The undersigned lessee, _____ agrees to rent the Parkman Community House property at the time and for the fee indicated. Lessee agrees to pay one half of the fee upon the signature of this contract and acknowledges that the same is nonrefundable, except as otherwise provided herein. Lessee further agrees that the rental of the premises herein is at the Township's option until such fee, together with any other amount payable to the Township hereunder, is received. **In no event shall any rental or other fee go unpaid less than 60 days before the scheduled event. Failure to pay will result in cancellation of rental and forfeiture of monies already paid.**

SECURITY DEPOSIT: In addition to the rental fee, lessee agrees to pay upon signature of this contract the sum of \$_____ as and for a damage deposit. If no damages to the premises or equipment, said deposit may be refunded. In the event there is damage incurred because of the function, the lessee is strictly liable therefore to the full extent thereof. **Send a separate check for security deposit.**

SECURITY GUARD REQUIREMENT: The Township of Parkman, Geauga County, Ohio requires the presence of security personnel for all events at which alcohol is served. Security will be arranged by a township official and provided by an off-duty officer from the Geauga County Sheriff's Office. A minimum of **4 HOURS=\$200.00** is required. Any additional hours are at the rate of \$50.00 per hour (major holidays are at time and a half 4 hours=\$300.00 + &75.00 per hour for additional hours). **This fee shall be paid with a separate check or cash directly to the security officer by the leasing party on the day of the event. Price is subject to change.** This includes the usage of either or both floors. **Alcohol is not permitted at Graduation Parties.**