

**Rental Date:**

**Lancaster Parks and Recreation  
-Goslin Nature Center-  
Alley Park- Lodge  
2805 Old Logan Rd. SE Lancaster, Ohio 43130**

**RENTAL FEE SHALL BE PAID FOR BY CASH, CHECK, CREDIT CARD OR MONEY ORDER, MADE PAYABLE TO LANCASTER PARKS AND RECREATION (DURING OFFICE HOURS M-F 7:30 - 4:00) \*CREDIT CARD FEE IS 2.35%**

Lancaster Parks and Recreation hereinafter referred to as the **DEPARTMENT**, rents to: (Please Print)

**Party/Business Name:** \_\_\_\_\_

Hereinafter referred to as the **RENTER**, the described premises on the terms and conditions herein.

**Renter Name (please print)** \_\_\_\_\_ **Date of Contract** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**1. DESCRIPTION OF RENTED PREMISES:**

Circle Appropriate Rental                      Note: Limited Parking, consider shuttle or car pooling

**Main Room (includes limited Kitchen Facilities)                      Facility Use Deposit**

Weekend (Single Day)- Fri/Sat/Sun    \$600.00                      \$ 150.00

Weekday Mon-Thurs.                      \$300.00                      \$ 75.00

**Audio/Visual System**

**(Includes 2-75" Televisions and Sound System)\***

Weekend (Single Day) Fri/Sat/Sun    \$100.00

Weekday Mon-Thurs.                      \$50.00

**\*AV system is not MAC compatible. Please set up a time prior to your event to do a test run of equipment.**

Anticipated Group Size \_\_\_\_\_

Maximum Capacity with tables – 135 / without tables 160

Main Room Rental Fee            \$ \_\_\_\_\_

A/V System Rental Fee            \$ \_\_\_\_\_

Facility / Equipment Deposit \$ \_\_\_\_\_

**Total**                                    \$ \_\_\_\_\_

**Refund / Deposit Adjustment or Deduction Amount \$** \_\_\_\_\_

**Reason for Adjustment or Deduction** \_\_\_\_\_

**Date of Refund** \_\_\_\_\_

**Refund Total \$** \_\_\_\_\_

**2. PURPOSE:** \_\_\_\_\_

3. **PERIOD OF TIME:** Daily rental - maximum is 8:00 am to 10:00 pm

\_\_\_\_\_ Check In Time 8 am \_\_\_\_\_ Check Out Time 10pm  
Date am/pm am/pm

4. **FEE:** The **RENTER** shall pay appropriate fee to the **DEPARTMENT** for the use of said premises the following amount: \$ \_\_\_\_\_. The agreed upon fee shall be paid at the time of the signing of the rental contract.

5. **SERVICE AND UTILITIES:** An attendant of the **DEPARTMENT** will be *on site or on call at all times* during the rental period. Usual utility service will be included in the cost of the rental.

6. **TABLES & CHAIRS:** 17 - 60" Round Tables, 10 - 8' Rectangle Tables, 1 - 48" Round Table All 1' thick  
135 Blue-Green Indoor (ONLY) Chairs 23 Metal Outdoor Chairs

7. **SET-UP INSTRUCTIONS:** (Call Manager: Noah Akers 2 weeks prior to event 740-652-5117)

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**GENERAL CONDITIONS:**

a) **NO RENTER, his agents or employees, or patrons visiting the premises during the occupancy of the RENTER** shall take into or upon any Park any alcoholic beverages, either for sale to others or have in his possession for his own use or for the use of others nor shall any person give away or dispose of any alcoholic beverages in or upon any Park. No intoxicated person will be allowed to enter or remain within any of the P arks. SEC. 13 PARK RULES AND REGULATIONS

b) The **RENTER** will abide by all laws, rules and regulations (copy on file at Park Office and Nature Center) of Parks & Recreation; failure to comply may constitute grounds for immediate removal from premises without refund;

c) The **RENTER** will not tape, staple, or otherwise affix decorations to walls, doors, windows or ceiling of building.

d) The **RENTER** agrees that no additional audio-visual (AV) equipment will be connected after the **DEPARTMENT** connects the **RENTER'S** equipment during the time of check-in.

e) Smoking is prohibited in building and State Fire Code prohibits open flames.

f) The **RENTER** will permit the **DEPARTMENT** members or agents to have ingress and egress into the premises at any time;

g) The **RENTER** agrees not to assign or transfer any part of this contract to a third party without receiving prior permission, in writing, from the **DEPARTMENT**;

h) The **RENTER** is confined to area specified on contract.

i) The **RENTER** agrees to surrender the premises to the **DEPARTMENT** at the end of the term in same condition as received, subject to normal use and wear; RENTER will be liable for damages caused by his negligence, or that of his employees or agents or patrons visiting the premises; RENTER will remain on premises at all times during the hours of rental agreement unless Park representative is notified otherwise. \_\_\_\_\_ **INITIALS**

j) The **DEPARTMENT** assumes no responsibility for any property stored or placed on the premises of the **RENTER**, and such property is stored or placed at the **RENTER'S** risk and the **RENTER** agrees to save the **DEPARTMENT** harmless from liability because of any loss or damage to such property resulting from any cause whatsoever. Any property remaining thirty (30) days after the contract period shall become the property of the **DEPARTMENT**;

k) The **RENTER** agrees to save the **DEPARTMENT** harmless from any liability arising from accidents or injuries suffered by the **RENTER**, his agents or employees, or patrons visiting the premises during the occupancy of the **RENTER**;

l) All rentals of the premises shall be at the sole discretion of the Superintendent or designated representative;

m) **Refunds will be made if cancellation is 30 days prior to the event, less deposit amount paid of the rental.** \_\_\_\_\_ **INITIALS**

**8. TERMINATION:** The **DEPARTMENT** may terminate this contract immediately, if the **RENTER** fails to adhere to any of the conditions set forth hereinabove, and all rights and privileges herein granted shall cease and the **RENTER** shall, upon termination of this contract by **LP&R**, immediately vacate the premises and all monies previously paid to **LP&R** shall be retained by **LP&R** as liquidated damages.

**9. DEPOSIT:** Facility/Equipment **DEPOSIT**, **RENTER** agrees to pay the Lancaster Parks and Recreation Department a facility/equipment use **DEPOSIT (DAMAGE DEPOSIT)** in the amount of \$\_\_\_\_\_. The facility/equipment use **DEPOSIT** must be paid upon the date entering into this agreement. The **Refund** of the facility/equipment use **DEPOSIT** will be processed for payment after the event has ended, the facility, furnishings and equipment has been inspected for **DAMAGE**. The **DEPOSIT** return amount will be assessed based on the facility, furnishing and equipment **inspection**. The **DEPOSIT** return process will start the first business day following the event. **DAMAGE** to the facility, furnishings or equipment may result in a partial or complete loss of the facility/equipment use **DEPOSIT**. **DAMAGE** of the facility, furnishings or equipment may result in the denied future use of the facility.

**INITIALS**

Scheduled by \_\_\_\_\_ Date \_\_\_\_\_

**RENTER** \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent or Representative

*Lancaster Parks and Recreation • 632 West Fifth Ave • Lancaster, OH 43130 • 740.687.6651*