



Groveport Town Hall Reservation Contract

648 Main Street, Groveport, Ohio 43125

614.836.3333 fax 836.1117

Contract not valid until signed by Community Affairs Director.

Event Name: _____

Contact Person: _____

Address: _____ City: _____ State _____ ZIP _____

Primary Phone: _____ Alternate Phone: _____

Date of Event: _____ Arrival Time: _____ Depart Time: _____

Room Requested: _____ Attendance: _____ Time of Event: _____

Reservation Fee: \$ _____ Paid: _____) Private Security: \$ _____

Caterer, Karaoke, Other Contracted Service _____

Payment:

- a. Town Hall may be reserved at no cost to any Groveport resident, civic association or person employed within the city of Groveport for social events (i.e. no profit-motivated activity.) Proof of residency or taxpayer status will be presented upon signing Reservation Contract.
- b. Town Hall may be reserved by any non-resident of Groveport for the following cost:
 - (1) Ballroom, second floor (115 capacity) \$100.00 per hour
 - (2) Third floor, either room (50 capacity) \$ 50.00 per hour
- c. Contract holder may be asked to assume financial responsibility for cost of repairs.
- d. A rental fee of 25% of total receipts will be required from any profit-motivated activity.
- e. Security may be required at an additional expense, depending on the nature of the event.

Town Hall Policies:

- a. Alcohol, illegal substances, red beverages, glitter, smoking, lit candles, bubble/fog machines are prohibited.
- b. Pets are not permitted in Town Hall.
- c. Group is responsible for set-up of room and return to original set-up upon completion of their event. Tables/chairs **may not** be removed from another room in Town Hall without prior approval by staff. Chairs, tables, benches and building must not be defaced in any way. All rubbish must be removed from the reserved space and placed in dumpsters in driveway. Grounds shall be kept in good and clean condition.
- d. Adhesive materials, e.g. scotch tape, may not be applied to painted surfaces.
- e. If helium balloons are used by group, the fans must not be operated. Loose balloons damage fan motors.
- f. Group's activities and its individual participants are restricted to assigned room.
- g. Parking must be in Municipal Parking Lot across street or designated areas.
- h. Youth/teen activities must have adequate adult supervision of at least 1 adult per 10 youth.
- i. All local and state laws must be observed.
- j. In the event of an emergency, notify Town Hall staff or call 9-1-1.
- k. The City of Groveport is not responsible for any lost or stolen property.
- l. Groups or individuals who abuse the facilities or violate the rules and regulations will be required to leave the premises and will not be issued any future permits. **Contract signer is legally and financially responsible for actions of group and is required to be present at the event for which the Town Hall rental is sought. Note: Under Ohio Law, this contract is a public record and as such is subject to disclosure pursuant to a public records request.**

The permit holder agrees to hold harmless and/or indemnify the city of Groveport from any and all claims, injuries and liabilities arising out of use of Groveport Town Hall.

Staff: _____ Community Affairs Director: _____
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Signature of Responsible Party

Date

Equipment Usage Agreement

Thank you for selecting Groveport Town Hall for your facility needs. For your convenience, the following items are available for use. Please indicate with a checkmark the items you will need. All items will be returned in original condition.

_____ Easel(s)	_____ Epson LCD Projector	_____ Overhead Projector
_____ Projection Screen	_____ Markers	_____ TV/VCR/DVD
_____ CD Player	_____ Extension Cord(s)	_____ Kitchen Access
_____ Coffeemaker	_____ Slide Projector	_____ Portable Microphone

Other: _____

Signature of Responsible Party

Date

Photo ID & Proof of residency or taxpayer status: _____
Verification that Contract Signer is at event: Sign in: _____
Sign out: _____