

Concord Township Recreation Department
7671 Auburn Road, Concord, OH 44077
Phone: (440) 639-4650
Debra Bechel-Esker, Recreation Director
Susie Cobb, Recreation Administrative Assistant
Rachel Lamb, Recreation Program Coordinator
Tracy Butler, Recreation Program Coordinator

GAZEBO AGREEMENT

Applicant Name: _____ Date: _____
Company Name: _____
Address: _____ City/Zip: _____
Phone: Home: _____ Business: _____ Cell: _____
Concord Resident: Yes: _____ No: _____ Email: _____
Rental Date: _____ Authorized Rental Time: From _____ To _____
Purpose of Rental: _____
Security Deposit: _____ Rental Fee: _____ Total: _____
Check #: _____ Cash: _____ Received by: _____

NO ALCOHOLIC BEVERAGES ALLOWED ON TOWNSHIP PROPERTY.

Permission to use the above stated facility has been made possible by Concord Township Board of Trustees. Any usage is subject to all rules and all applicable state and local laws. Rental party agrees to promptly vacate premises at the end of the rental.

I have read the Rental Agreement AND Rental Policies, next and incorporated herein and I fully understand and hereby agree to abide by all rules and regulations. I also agree to pay for any cleaning expense, repairs and/or damages to the facility and/or grounds of the facility being rented which are directly related to said rental. Rental party further agrees and covenants that it will hold Concord Township and the Concord Township Board of Trustees harmless during the rental from any liability which may be incurred during the rental and from any guest of the rental party.

Applicant Signature: _____ **Date:** _____

Authorized Community
Center Representative: _____ Date: _____

The Commons at Town Hall Rental Policies

SECURITY DEPOSIT

- A security deposit of \$50 deposit is required for all rentals.
- If a refund check is not cashed within 180 days from date on check, it becomes stale dated and the funds are forfeited back to Concord Township

CANCELLATION/REFUNDS

- A \$25 cancellation fee applies to all rental agreements.
- A written request is required to cancel your event.
- **If the written cancellation is received less than (7) days before your rental, forfeiture of security deposit and/or rental fees will apply.**

DECORATIONS

- Tape, nails, staples, or thumbtacks cannot be used to secure decorations or signs inside or outside the Gazebo. Nothing is to be attached or hung on the walls or woodwork.
- Birdseed, rice, or confetti is **NOT PERMITTED** to be thrown on the grounds or inside the Gazebo.

DELIVERIES

- Any rental equipment being delivered (chairs, tables etc.) must be dropped off and picked up during the rental hours. **NO INSIDE STORAGE IS AVAILABLE.**
- Parking of vehicles to unload/load rental equipment is limited to the parking lot.
- **NO VEHICLES ARE ALLOWED ON THE GROUNDS OR THE WALKWAYS.**

FACILITY ATTENDENT

- A Facility Attendant will open and close Town Hall and remain in Town Hall throughout the rental period. Town Hall is to be used for restroom purposes only. The facility attendant will strictly adhere to the opening and closing times on the rental agreement.

FACILITY DAMAGE

- Damages which occur to the Gazebo or Town Hall, furnishing or grounds during the rental will be repaired or replaced at the expense of the applicant.

FIRE & SAFETY REGULATIONS

- **NO smoking is permitted in Town Hall**

PAYMENT

- Full payment is required at time of the booking.
- Payment may be made in cash, check, money order or credit card

RENTAL HOURS AND ADDITIONAL HOURS

- The rental fee is valid for a period of three (3) consecutive hours or less
- Rental hours are from 10:00 a.m. to 9:00 p.m.
- All activity must occur within the three (3) hour time period.
- Additional hours are available at \$35 per hour.

CLEANING UP

- Garbage is to be thrown in the trash cans by the Town Hall back door or taken with you
- All grounds should be cleaned of any trash and pet waste
- Any equipment that you brought in for your event must be removed
- You are responsible for leaving the venue in the same condition as you found it.

PLEASE NOTE * In the event of inclement weather, unfortunately, Town Hall is NOT available as an alternate location for your event. Also, NO Alcohol is permitted anywhere on the grounds or parking lot of the Town Hall campus.**

ACCEPTANCE OF RENTAL AGREEMENT

**NOTE: YOUR RENTAL HOURS ARE _____ TO _____.
TOWN HALL WILL CLOSE PROMPTLY AT _____.**

It is your responsibility to ensure the Gazebo and grounds are cleaned up by the ending time of your rental.

I have read the above policies and I fully understand my responsibilities in renting The Commons at Town Hall. I also understand that the building will open and close at the hours specified above. I agree to comply with the terms of the Rental Agreement

Signature of Applicant

Date

Authorized Signature of Recreation Dept. Representative

Date