



Application for Rental Permit

Lockbourne Historical Hall @ 206 Vause Street

85 Commerce Street, Lockbourne, Ohio 43137 • Phone: (614) 491-3161 • www.lockbourneohio.us
Please type or print all information

APPLICANT NAME (individual or corporation) _____

Person completing application on behalf of the corporation _____

Address _____

City, State, Zip _____

Phone _____ Email _____

Type of Event _____

Estimated Attendance _____ * Building capacity is limited to _____ guests

Will alcohol be served? _____ If yes, will you be using a caterer or bartender? _____

Applicant must obtain and provide a copy upon request of the appropriate liquor permit from the State of Ohio Department of Commerce (if applicable). Contact the State of Ohio Department of Commerce at (614) 644-2360 or via email at web.liqr@com.state.oh.us. In addition, if alcohol is to be served, an additional deposit of \$100.00 shall be required.

DATE OF EVENT _____

TIMES OF EVENT (include set up / tear down time) _____

Applicant's Driver's License or State Issued Photo ID must be presented at the time of submitting this form, in person or emailed to jane.mcjunkin@lockbourneohio.us. Reservation is not complete until photo identification is provided.

Reservations shall be made at least thirty (30) days in advance of the Event Date above. Payment of a **\$100.00** refundable deposit (the "Deposit") and the full Rental Fee is required in order to reserve your Event Date. The Deposit and Rental Fee must be paid by check or cash at the time of reservation. Credit cards will not be accepted. Failure to comply with the rules and regulations listed below, or causing damage to the Facility, will result in the forfeiture of your Deposit. At the conclusion of your event, and provided that no damage to the Facility was incurred; the Facility is left in the same or better condition than before your event; and all of the rules and regulations were followed by you and your guests, the Village will refund your Deposit within fifteen (15) business days. All refunds will be paid by check and mailed to you.

Reservations are on a first come, first serve basis.



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Hours:

The Facility will be available between the hours of 7:00 am and 11:59 pm

Rates:

Deposit: \$100.00 (refundable deposit once reservation is complete - see the section regarding potential refund)

NOTE: An additional deposit of \$100.00 shall be required if alcohol is to be served:

DAILY RENTALS

Resident: \$150.00 per day, per event,

Non-Resident: \$400.00 per day, per event

Non-Profit: \$250.00 per day, per event

(Non-profit organizations must provide current copy of incorporation papers and certification from the Internal Revenue Service or tax-exempt status)

HOURLY RENTALS (minimum of 3 hours)

\$40.00 per hour (Monday – Thursday between the hours of 7:00a – 5:00p)

\$50.00 per hour (Monday – Thursday between the hours of 5:00p – 11:59p and Friday – Sunday between the hours of 7:00a – 11:59p)

The Village staff representative will open and close the Facility. Ensure that your specified event time allows sufficient time to prepare for your event, including time for caterers, decorating, chair arrangement, etc., and for all clean-up.

The rental fee includes ____ tables and ____ chairs. The building does come equipped with kitchen-style sink area, refrigerator, freezer, stove, microwave and ice machine.

Events exceeding the time allotted for the reservation will be charged \$50.00 per hour until the Facility is vacated and lose deposit.

Cancellation Policy:

The Village of Lockbourne reserves the right to cancel any Facility Rental Agreement in the event of fire, accident, strike, delays, flood, acts of God or other causes beyond the control of the Village that renders use of the Facility impossible or impractical. If the Village cancels a reservation for whatever reason, the Village will issue you a full refund.

If you need to cancel your Event Date, you must submit your cancellation in writing to the Village Administrator in person or to the following email address: jane.mcjunkin@lockbourneohio.us. A refund (less the deposit) is granted when the cancellation is more than fourteen (14) days prior to the Event Date. Refunds for cancellations made less than fourteen (14) days prior to the Event Date will not be granted, unless unusual or unexpected circumstances arise that make it impossible or impractical to move forward with the Event, such as, but not limited to, death or illness of the Event Planner, host or that of the intended recipient of the Event (such as a graduate, mother-to-be, etc.), may be granted on a case-by-case basis by the Village Administrator.

No refunds will be provided for a failure to cancel as provided above, or failure to appear for the Event on the Event Date.

PLEASE NOTE: The Village of Lockbourne is not responsible for any accident that may occur at the facility or on the grounds before, during, or after any private function. Please make checks payable to the Village of Lockbourne



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If you desire to reschedule your Event Date, rather than cancel, you must submit your request in writing to the Village Administrator. If the new proposed Event Date is available, the Village Administrator will inform you immediately in writing and will change the Event Date for no additional cost. If the new Event Date is not available, the Village Administrator will inform you immediately and you will have the option of retaining or cancelling your original Event Date.

The Village purchased and renovated the Facility for the use and enjoyment of its residents. As a tax-exempt municipal corporation, the Village established its fees to cover operational costs and to help pay for necessary repairs, maintenance costs and general upkeep.

Lockbourne Historical Hall Rules:

1. Unlicensed games of chance shall not be operated in the Facility.
2. Programs, literature or any publicity by the Applicant promoting its use of the Facility shall not identify the Village of Lockbourne as a sponsor or co-sponsor, without the express written authorization by the Village Council.
3. Applicant is solely responsible for damage to, or loss of, any property of the Applicant/lessee or of others brought into the Facility prior to, during or after Applicant's rental of the Facility. Applicant is responsible for any damages to the Facility incurred as a result of its Event.
4. Applicant agrees to take full responsibility for his/her actions and the actions of his/her guests and agrees to abide by the Village of Lockbourne Policies, Rules and Regulations, and shall hold the Village harmless thereon.
5. Firearms are not permitted on the premises in accordance with the Ohio Revised Code 2923.126 (C) (3). Persons in violation are subject to immediate ejection and arrest.
6. All personal equipment must be removed immediately from the Facility at the conclusion of the Event. Items being rented from vendors must be dropped off and picked up on the same day of the Event, unless advance arrangements have been made.
7. Applicant is responsible for any damages to the Facility and shall be billed accordingly. Restitution to the Village for any damages incurred during its use of the Facility shall be the responsibility of the Applicant.
8. Pursuant to Village Ordinance No. 19-2020, this is a non-smoking Facility, including inside and outside the Facility on Village premises.
9. The Applicant must be present during the Event. The reservation may not be reassigned to another person/organization without prior approval from the Village Administrator.
10. Doors must remain unlocked during Applicant's Event. The Facility will be locked and secured by a staff member at the conclusion of the Event.
11. Applicant must adhere to the occupancy regulations. The Village Administrator, or designee, will have full authority to request that anyone leave the Facility who is behaving in a manner that is disruptive, threatening, reckless, obscene, damaging, or for conduct that is likely to damage or harm the Facility, its contents and/or other persons. Should the group resist or defy the staff's authority, the Village may immediately cancel the group's permit and request the assistance of the Franklin County Sheriff's Office to vacate the area.
12. Village of Lockbourne staff members have the right to enter the Facility at any time.
13. All aisles leading to exit doors must remain clear and unobstructed so that the doors can be readily opened.
14. It is the policy of the Village to rent the Facility for public purposes and in conformity with the Village's tax-exempt status. Examples of permitted events include birthday parties, baby showers, book clubs, anniversary celebrations, meetings, and having a fundraiser for a non-profit organization. These lists are not exhaustive. If in doubt as to whether the event is permissible, please confer with the Village Administrator.
15. Bands, food trucks, vendors, caterers, performers, entertainers, etc. must be approved 14 days prior to reservation date by the Village Administrator. Additional fees/deposits/permits may be warranted depending on the type of entertainment (if approved).

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16. The Village has the right, in its sole discretion, to demand proof of liability insurance from the Applicant, in amounts deemed sufficient by the Village, depending on the type of Event Applicant desires to host at the Facility, which insurance policy shall name the Village as an additional insured.
17. Pets are not permitted in the Facility, with the exception of a licensed service animal.
18. Vehicles must be parked in designated parking areas. Absolutely no vehicles are to be parked on grass areas.
19. Decorations are not to be nailed, stapled or taped to any surface i.e. walls, ceilings, moldings, windows or doors. White office sticky tack may be used (not blue sticky tack).
20. No confetti, glitter, sand, rice, birdseed, silly string or fireworks are permitted
21. No open flames, including candles, are permitted, with the exception of. flameless candles, crock pots, warming dishes and chafing dishes with sterno, all of which are permitted.
22. Glass (individual) bottles are not permitted in the Facility.
23. The Facility must be cleaned, floors swept and mopped, if necessary, at the conclusion of the Event. Counters and tables are to be wiped cleaned. Trash must be bagged and placed in the designated location. The Facility must be left in the condition it was prior to the Event.
24. The Facility may be randomly inspected at any time during the term of rental. The Applicant acknowledges and agrees that it has no expectation of complete privacy with regard to use of the Facility or activities which may be conducted therein.
25. The Applicant agrees to indemnify and hold harmless the Village from any and all claims or damages, to person or property, which occur on or about the Facility, whether or not caused by the Applicant, its mere use of the facility or any of its guests/attendees. The Applicant shall, for itself and all guests or attendees, accept primary responsibility for any and all claims related to the events held at the Facility or with regard to use of the Facility, which includes but is not limited to exposure to the SARS COVID 19 virus. The Applicant, for itself and its guests/attendees, does assume all risks associated with use of the Facility, gathering together and any and all other consequences of same. Under no circumstances shall the Village or any of its employees, officers, agents be liable for claims of virus or damages associated therewith.
26. Force Majeure. The Applicant shall sign below to affirmatively acknowledge that events of force majeure, act of god or government shall relieve the Village of its obligation to perform under this Rental Agreement, without incurring any liability whatsoever.
27. Activities or events shall not be permitted to conduct or allow lewd or offensive behavior of any kind, including but not limited to adult activities including nudity, pornography, and the like.
28. Applicant and all guests or attendees must at all times observe the law and all applicable governmental rules, regulations or Governor's executive orders regarding the gathering, spacing and activities of persons in the State of Ohio. Failure to observe such orders may be grounds for termination of this Rental Agreement .
29. Alcohol is permitted on the property; however, applicant must obtain and provide a copy upon request of the appropriate liquor permit from the State of Ohio Department of Commerce (if applicable). In addition, if alcohol is to be served, an additional deposit of \$100.00 shall be required. Contact the State of Ohio Department of Commerce at (614) 644-2360 or via email at web.liqr@com.state.oh.us.

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I, _____ (applicant) acknowledge that I have received the above rules and regulations and that I am authorized to enter into this Rental Agreement and agree to abide by all of the above rules and regulations governing my (our) use of the Lockbourne Historical Hall at 206 Vause Street. I also agree and understand that I, _____ personally and that the _____ (organization) shall be jointly and severally responsible for costs incurred to remedy any and all damage(s) to personal or real property resulting from use of the Facility for my Event, and agree that I shall reimburse the Village for those costs in the event that we/I do not make those repairs within five (5) days of the Event Date.

Applicant Signature: _____ Date: _____

Applicant Print Name: _____

Applicant's Organization: _____

Additional Notes Regarding Set Up or Special Arrangements:

OFFICE USE ONLY

Date received _____

Fee paid _____ Method of payment _____

State ID Provided _____ Application: Approved _____ Denied _____

If application denied, reason for denial _____

Employee Signature _____

Date refund was returned _____

If refund was denied, reason for denial _____

Employee Signature _____

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