



Application/Receipt # HH-\_\_\_\_\_

# 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 \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of Event \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

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

DATE OF EVENT \_\_\_\_\_ TIMES OF EVENT (include set up / tear down) \_\_\_\_\_

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 [village.admin@lockbourneohio.us](mailto:village.admin@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 security deposit (the "Security deposit") and the full Rental Fee is required in order to reserve your Event Date. The Security deposit and Rental Fee must be paid at the time of reservation. Failure to comply with the rules and regulations listed below, or causing damage to the Facility, will result in the forfeiture of your Security 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 Security deposit within six (6) weeks. All refunds will be paid by check and mailed to applicant (name on the application above).

Reservations are on a first come, first serve basis. 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 is equipped with kitchen-style sink area, refrigerator, freezer, stove and microwave.

Applicant	Rental Date	Rental Time	Facility Space
<input type="checkbox"/> Lockbourne Resident/Employee	<input type="checkbox"/> Weekday (Mon - Thurs)	<input type="checkbox"/> AM Block (10a - 3p)	<input type="checkbox"/> 1 <sup>st</sup> Floor
<input type="checkbox"/> Non-Resident	<input type="checkbox"/> Weekend (Fri - Sat)	<input type="checkbox"/> PM Block (5p - 10p)	<input type="checkbox"/> 2 <sup>nd</sup> Floor
<input type="checkbox"/> Non-Profit Organization		<input type="checkbox"/> Full Day (10a - 10p)	<input type="checkbox"/> Both Floors
		<input type="checkbox"/> Hourly _____	
		<input type="checkbox"/> Total Hours _____	

Applicant must be present for the duration of the scheduled room usage. If application is not present, the event may be suspended until the applicant arrives. \_\_\_\_\_ Initial Here



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## HOURS

The Facility will be available between the hours of 10:00 am and 10:00 pm (Sunday – Saturday). Rental times are between the hours of 10:00a – 3:00p or 5:00p – 10:00p.

## SECURITY SECURITY DEPOSIT

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

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

## DAILY RENTALS

<b>FIRST FLOOR</b>	<b>½ day (10a – 3p or 5p – 10p)</b>	<b>Full Day (10:00a – 10:00p)</b>
Lockbourne Resident/Employee	\$125	\$200
Non-Resident	\$250	\$450
Non-Profit	\$175	\$300
<b>SECOND FLOOR</b>	<b>½ day (10a – 3p or 5p – 10p)</b>	<b>Full Day (10:00a – 10:00p)</b>
Lockbourne Resident/Employee	\$75	\$100
Non-Resident	\$150	\$250
Non-Profit	\$125	\$200
<b>BOTH FLOORS</b>	<b>½ day (10a – 3p or 5p – 10p)</b>	<b>Full Day (10:00a – 10:00p)</b>
Lockbourne Resident/Employee	\$200	\$300
Non-Resident	\$400	\$700
Non-Profit	\$300	\$500

## HOURLY RENTALS (Monday – Thursday only and at the discretion of the Administration)

\$50.00 per hour (Monday – Thursday between the hours of 10:00a – 10:00p)

## SIGNATURES

I, \_\_\_\_\_ (applicant) acknowledge that I have received the 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:



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### **OFFICE USE ONLY**

Amount of payment required (security deposit & rental fees) \_\_\_\_\_

Date payment received \_\_\_\_\_ Method of payment \_\_\_\_\_

State ID Provided \_\_\_\_\_ Application: Approved \_\_\_\_\_ Denied \_\_\_\_\_

If application denied, reason for denial \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date security deposit returned \_\_\_\_\_ Amount of security deposit returned \_\_\_\_\_  
Check # \_\_\_\_\_

If security deposit refund was denied, reason for denial \_\_\_\_\_

Employee Signature \_\_\_\_\_



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### GENERAL TERMS AND CONDITIONS

**Applicant** – Applicant must be a legal entity or an individual eighteen (18) years of age or older. Applicant shall be held responsible for the conduct of all group members and shall remain on-site during the facility rental. 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. 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. 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. 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.

**Lockbourne Residents** – Proof of residency must be established in order to use the facility at the resident rate. The applicant must provide a valid picture identification.

To prove that you work within the Village of Lockbourne you must provide a copy of your most current pay stub showing that you pay Lockbourne income taxes.

**Use of the Facility by Non-Profits** - Non-profit organizations must provide current copy of incorporation papers and certification from the Internal Revenue Service or tax-exempt status.

**Reservations** - Reservations are made on a first-come, first served basis.

**Duration of Use** - Events exceeding the time allotted for the reservation will be charged \$50.00 per hour (or a portion thereof) until the facility is vacated and the security security deposit will be forfeited.

**Payment** - Full payment and the security deposit is due at the time of reservation.

**Cancellations and Refund 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: [village.admin@lockbourneohio.us](mailto:village.admin@lockbourneohio.us). A refund 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.

**Security Deposit** - All applicants must provide a security deposit to secure use of the facility. The security deposit will be forfeited if there is any damage to the facilities; if the facilities are not cleaned properly; or if the Applicant goes past the allotted time in the contract. Applicant understands that charges may exceed the required security deposit based on the severity of the damage or cleaning. If that occurs, Applicant will be billed for said damages and cleaning. Applicant will not be able to use the facility for future events until fees are paid. It may take up to six (6) weeks to return the security deposit by check via mail.

**Kitchen Use** - Applicant may store items in the refrigerator/freezer during the rental period. Applicant may also use the stove, microwave and coffee pot. Applicant may not use any additional kitchen equipment, utensils, or goods. Please let the Village staff on duty know which equipment you will need.



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**Adult Supervision Required** - Youth and teen functions must have adequate adult supervision (1 adult per every 10 youth in attendance). This includes all areas of the building and parking lot.

**Use of Alcohol** - Alcohol may be served provided a permit has been secured from the State of Ohio. Applicants must inform the Village that an alcohol permit is needed at the time the contract is executed. *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](mailto:web.liqr@com.state.oh.us).* **In addition, if alcohol is to be served, an additional security deposit of \$100.00 shall be required.** 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 security 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](mailto:web.liqr@com.state.oh.us).

**Set-Up** - Applicant is responsible for setting up all tables and chairs. Applicant may arrange the tables and chairs as desired.

**Check-Out Required** - The facility must be vacated at the posted time on the contract. A staff member will inspect the facility after the rental.

**Clean Up** - Applicant will leave the facility in the same condition in which it was found. Applicant will clean up all trash and will dispose of it in the designated location. Please make sure to sweep and mop spills and wipe off the tables and counters. Applicant may be charged for any excessive clean-up necessary due to Applicant's rental of the facility.

**CLEANING BASKET** 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. 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.

**Non-Parking Areas** - Observe all non-parking areas; violators may be towed at the owner's expense.

**Prohibited Items** - Use of glitter and confetti is prohibited. Adhesive materials such as scotch tape may not be applied to painted surfaces or the ceiling. Only non-marking tape may be used to hang decorations. 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. Pets are not permitted in the Facility, with the exception of a licensed service animal. 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). 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. Glass (individual) bottles are not permitted in the Facility.

**Smoking Prohibited** - Smoking is not permitted inside of the facility. Smoking receptacles are available outside at the front and back areas of the building. Pursuant to Village Ordinance No. 19-2020, this is a non-smoking Facility, including inside and outside the Facility on Village premises.

**Banned Substances** - Applicant agrees that no drugs or other banned substances of any kind will be used in or on the premises. Applicant understands that any violation of this rule shall give the Village the right to terminate this Contract without penalty to the Village and permanently bar Applicant from or any member or guest of the Applicant from the premises.

**Disclaimer** - All facility rentals are subject to the terms, conditions, and rules set forth by the Village of Lockbourne. As specifically set for in the Terms and Conditions, the Village shall hereby let to Applicant and Applicant shall hereby lease from the Village the use of the agreed upon room(s), on specified date and time. The Village assumes no responsibility for the manner in which the Applicant utilizes the facility. Any activities taking part during the time period covered by this agreement shall be under the sole direction supervision and control of the Applicant or its designated officers, agents, employees, members, guests, patrons, or employees. The Village assumes no responsibility for the manner in which activities are conducted; however, the Village may cease activities for any just cause if there is potential for injury to the general public or damage to the facility.



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**Authority to Refuse Use of the Facility** - The Village has the authority to refuse use of the facility to anyone or any organization.

**Dismissal** - The Village reserves the right to dismiss any participant from the facility for criminal and/or unruly conduct or failure to observe the Terms and Conditions of this Contract.

**Inherent Risks** - Applicant and Applicant's participants shall assume all inherent risks.

**Liability** - Applicant agrees to indemnify and hold the Village harmless from and shall reimburse it for, any and all losses, costs and expenses arising out of any liability, or claim of liability for injury or damages to persons or property sustained by anyone, by reason of Applicant's utilization or occupation of the facility under this Contract, or by any act or omission of Applicant or any of its officers, agents, employees, members, guests, patrons, or invitees and Applicant shall pay any and all damages to the property of the Village or for loss or theft of such property, done or caused by such persons. 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.

**Facility Rules and Regulations** - Applicant agrees to abide by all facility rules and regulations. Unlicensed games of chance shall not be operated in the Facility. 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. 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. 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. All aisles leading to exit doors must remain clear and unobstructed so that the doors can be readily opened. Bands, food trucks, vendors, caterers, performers, entertainers, etc. must be approved 14 days prior to reservation date by the Village Administrator. Additional fees/security deposits/permits may be warranted depending on the type of entertainment (if approved). 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. 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 .

**Lost or Stolen Articles** - The Village assumes no responsibility for any lost or stolen property.

**Right to Control** - It is understood that the Village reserves the right to control and manage the premises and to enforce all necessary and proper rules for the management and operation of the premises. Village employees or other authorized representatives may enter and exercise their authority at the premises at any time. The Village also reserves the right, but not the duty, through its employees and representatives to eject any objectionable person or persons from the premises and Applicant hereby waives any and all claims for damages against the Village or any of its representatives resulting from the exercise of this authority. 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. Village of Lockbourne staff members have the right to enter the Facility at any time. 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.

**Cancellation By the Village** - The Village reserves the right to cancel any scheduled usage for any reason. The Village will make every effort to cancel any scheduled usage times within thirty (30) days of the scheduled event. In



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the event of such cancellation, a mutually satisfactory later time and date will be substituted for the canceled time whenever possible. If a mutually satisfactory later time and date cannot be reached, the Village will refund the full amount of the payment and security/security deposit. Furthermore, the Village is not responsible for any consequential damages related to the cancellation of the contracted time.

**Force Majeure** - Neither party shall be liable for any damages or cancellations, resulting from the elements, acts of God, or any other cause beyond the reasonable control of the parties.

**Amendments** - These terms and conditions cannot be modified in any way except by a written document signed by both parties.

**Governing Law** - These terms and conditions shall be governed by the laws of the State of Ohio both as to interpretation and performance.

**Severability** - If any provision of this Contract is determined to be unenforceable or invalid, the remaining provisions of this Contract shall not be affected thereby and shall remain in full force and effect.

**Parking** - Vehicles must be parked in designated parking areas. Absolutely no vehicles are to be parked on grass areas.