

The Geneva Community Center

72 West Main Street, Geneva, OH 44041

Mailing Address

44 North Forest Street, Geneva OH 44041

440-466-5695 FAX 440-466-5027

www.genevacommunitycenter@genevaohio.com

Where the community meets **Single Occasion Rental Agreement**

This agreement is made this _____ day of _____, 20_____, between The Geneva Community Center, Inc., Lessor and _____, Lessee as follows:

1. Lessor hereby leases Lessee that portion of Lessor's premises located at 70 West Main Street, Geneva, Ohio

2. The term of this lease shall be from the _____ day of _____, 20_____, at _____M to the _____ day of _____, 20_____, at _____M.

Such shall be all-inclusive for all purposes of Lessee, including but not limited to decorating, set-up and removal of personal property of Lessee, its agents, guests and invitees. Personal property left by the Lessee, its agents, guests and invitees on the premises over 60 days will be donated to an appropriate service.

3. Lessee hereby agrees to use the Lessor's premises solely for the following purposes:

Will gambling take place? yes no Will alcohol be consumed? yes no
If games of chance (gambling) are offered and/or alcoholic beverages are offered for sale, appropriate licensing will be required and is the responsibility of the Lessee.

****If this event is being held for a minor child under the age of twenty-one (21), NO BEER OR ALCOHOL will be served at the event, and no event will go past 11 P.M. A violation of this policy can result in your event being shut down!**

4. Lessee hereby acknowledges receipt of a copy of the "Hall Rental Rules" which are specifically incorporated herein by reference. Lessee further agrees to inform its guests and invitees of the "Hall Rental Rules".

5. Lessee hereby agrees to pay Lessor a non-refundable deposit to secure the date of the event in the amount of \$_____; receipt of which is hereby acknowledged. The balance of the rental will be due 60 days prior to the scheduled event. If the balance due is not received by the due date, the premises are then considered open for rent.

Updated 7/1/15

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Single Occasion Rental Agreement (continued)

RENTAL AMOUNT \$ _____
any additional hours/or day _____ \$ _____
TOTAL RENTAL \$ _____
Non-Refundable deposit \$ _____ Receipt# _____
BALANCE DUE: \$ _____
Balance due by _____

6. Lessee agrees to indemnify, pay and hold harmless Lessor, its agents, and employees from any and all liability arising from Lessee's use of the leased premises including but not limited to fire, theft, or damage to the leased premises arising from the negligence of the Lessee, its agents, guests and/or invitees; death or personal injury resulting to any person in connection with Lessee's use of the leased premises including death or personal injury resulting to any person from alcohol consumption.

Authorized Signature Date
Geneva Community Center, Lessor

Lessee Signature Date

Lessee Name Printed _____
Address _____
City _____ State _____ Zip _____
Telephone Number (s) _____
E-mail Address _____

Note: Additional day gives you roughly 6-8 hours for set up. This may be broken between day & evening hours due to the availability of the staff

*****Booking the hall depends on your timely return of this (2) page contract, along with the signed rules (2) pages with your deposit.*****

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HALL RENTAL RULES

THIS IS A NON SMOKING FACILITY. There are no exceptions. Due to the new Ohio Smoking Law if you are smoking outside you have to be 25 to 30 feet away from the back door so the smoke does not filter in, or we can be cited for a violation. The Citation is from the State of Ohio and to cost for a violation is \$1,000.00 which will be the responsibility of the Lessee.

SET UP AND DECORATING The term provided in the lease agreement includes time required for set-up and decorating starting between 9-10 A.M. This time must be strictly observed to avoid conflict with other groups utilizing the facility. If you think that your set up is going to be lengthy, you have the opportunity to purchase the day before for an additional \$150.00 to give you more time for set up, roughly 6-8 hours . This may be broken down between day & evening hours due to the availability of staff. Also, if you have rented items from a rental service i.e. china, silverware etc. we will have to have a date and time that the items will be delivered and picked up, so there are no conflicts with other events. Any reasonable decorations are permitted so long as they do not result in abnormal wear and tear to the leased premises. **ADHESIVE TYPE MATERIALS may be used as long as they are the removable kind.** If you are using tape on the floor you will have to use **GAFFERS TAPE**. The use of **CONFETTI** is not permitted. Hanging decorations from the ceiling is not permitted due to the height, the only exception would be using a wedding planner/decorator. If balloons are used as centerpieces the air conditioning can be turned on but the ceiling fans cannot.

If purchasing the 6 hour block this gives you ample time to set up and have your event and tear down.

TEAR DOWN If you have a large quantity of stuff to remove, or have rented items from a rental service i.e. china, silverware, and are going to need additional time the following day to pack up your items, or if we have to hold the rental items for pick up this will have to be scheduled in advance, and you will be required to purchase the day after for an additional \$125.00, as we do not have extra storage space to store the items for pick up and are not responsible for any damaged or broken items. Updated 7/1/15(over)

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HALL RENTAL RULES (Continued)

BAND The band is required to stop playing one (1) hour before the end of your event. EXAMPLE: your event runs until midnight the band stops at 11:00 p.m.

MINORS NO BEER OR ALCOHOL ON PREMISIS! Lessee will be on the premises during the entire lease term. It shall be the responsibility of the lessee to ensure that minors served by the function will not consume alcoholic beverages, drugs of abuse, or tobacco on the leased premises or in the vicinity of the leased premises. **Any event for minors must stop at 11pm so everyone is out by midnight, due to curfew ord.**

CHILDREN If you have a large amount of children you will have to have someone responsible for watching them, as it is not the responsibility of the center. Note ***Geneva City Curfew Ordinance under Thirteen (13) 9pm. Thirteen (13) or older Midnight Friday and Saturday. **No children are to be hanging around outside after their curfew time without adult supervision.**

OFF PREMISIS All persons are required to be off the premises by 12:00 A.M.

PERSONAL BELONGINGS All personal belongings must be removed prior to end of the lease term. Geneva Community Center assumes no liability for personal property of Lessee, its agents, or guests due to loss, theft, damage or any other cause.

GUEST CONDUCT Lessee assumes full responsibility for the conduct of its guests which includes supervision to limit guests to only that portion of the premises leased by Lessee, and those portions necessary for access to and from the leased premises. Any further use of the premises constitutes trespassing. Lessee further assumes responsibility to avoid permitting guests to engage in illegal activities and permitting alcohol abuse by guest. *****IF YOUR EVENT GETS OUT OF CONTROL THE COMMUNITY CENTER HAS THE RIGHT TO SHUT IT DOWN!** Updated 7/1/15

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DAMAGES to the leased premises, of Geneva Community Center, adjoining leased premises, and to personal property of Geneva Community Center is the sole responsibility of the Lessee. For any damages to the premises the MINIMUM cost will be \$125.00, you will be billed for damages and/or repairs failure to pay will result in court action.

FIRE CODE Open flames and blocking of exits are in violation of the fire code and are forbidden by Lessor. Candles encased in globes are permitted only if Lessor is aware of the use of such. Lessee will take all appropriate steps to ensure compliance with fire code which includes abiding by the maximum amount of people in the building at one time.

I have read and understand the above rules

Signature

Date

Needs to be returned signed with the contract

(If you decide after you receive your contract, that you have changed your mind and do not want to rent our facility. Please give us a call and let us know as we usually have other people that want the same date.

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