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**Parks Shelter Rental Agreement**

City of Whitehall, Parks and Recreation Department

360 S. Yearling Rd, Whitehall OH 43213 (614) 863-0121

**RESERVATION IS FOR THE SHELTER**

**ALL OTHER PARK AMENITIES ARE OPEN TO THE PUBLIC**

Payment must be made by renter with form of payment in name of renter.

Renter must be present during the entire rental; all concerns will be addressed only with the renter.
If renter is not present, group will be ejected from site and non-resident fees will be charged to renter; deposit will be held.

Do not arrive prior to beginning of rental time; leave and clean site prior to conclusion of rental time.

Renter’s Name:

Organization Name:

Address:

City, State, Zip:

Home Cell

E-mail

Day of Event Phone #:

Date Reserved:

Name of Park:

Facility Reserved: **John Bishop Park Shelter**

 (Southeast corner of park)
 4915 Etna Rd, Whitehall, 43213

 **Whitehall Community Park Shelter** 402 N. Hamilton Rd. Whitehall, 43213
 Oak Pine **Lamby Lane Park Shelter** 701 Lamby Lane Whitehall, 43213

Time slot: **10am–2pm** or **4pm–8pm** or **10am-8pm**

Estimated Attendance:

**Type of Event:**

**Items not permitted at the site:**

* **Structures (tent, bounce house, booths, etc.)**
* **Life entertainment (DJ, band, live animals, etc.)**
* **Food truck/trailer, vendors, etc.**

**Is event open to the public and/or is there attendance fee?\_\_\_\_\_ (This becomes a public event with a separate process.)**

* Whitehall Parks and Recreation (WPR) reserves the right to deny use of City Parks and facilities to groups who fail to comply with the rules and regulations set forth by the WPR and the City of Whitehall. Disregarding of these rules will result in forfeiture of the deposit and when applicable, charges for labor, supplies, repair of damage, and possible legal charges/fines/imprisonment. Any violation of this agreement, facility’s rules, Park Conduct rules and regulations, and policies, or undue disturbance, or abuse of the facility at any time shall constitute a violation of this agreement. *In these situations, no monies shall be refunded and additional charges and/or fines may be levied.*
* City of Whitehall is not responsible for lost and/or damaged property, accidents or injuries incurred while using City facilities. Renter is responsible for actions, behaviors, damages, stolen items, disrepair, etc. for all persons with the group and assumes liability for any damages, regardless of the cost. Renter is responsible for all damage, stolen items, or disrepair, regardless of the cost.
* A deposit of $100.00 given at the time of application is refundable if the facility has not been damaged, items stolen or in disrepair, the facilities are in a clean, presentable condition and all terms of agreement are followed. *Approved deposit refunds returned via check in14 days.*
* Payment and deposit must be made by renter with form of payment in name of renter.
* Renter must be present during the entire rental; all concerns will be addressed only with the renter. Renter MUST be present and cannot sublet or assign use of these facilities. If renter is not present, group will be ejected from site and non-resident fees will be charged; deposit will be held.
* Do not arrive prior to beginning of rental time; leave and clean site prior to conclusion of rental time. Must vacate facility by end of rental time slot.
* Consumption and/or possession of beer and/or alcoholic beverages are prohibited in all City of Whitehall Parks and facilities. Alcohol brought to any park is a misdemeanor crime. Any indication of alcohol at the site will result in immediate ejection, forfeiture of rental deposit, banning from future facility use, and possible criminal charges.
* Facilities are non-smoking. Indication of smoking within a facility will result in forfeiture of deposit and may result in additional cleaning fees, etc.
* Decorations may only be taped to surfaces; no tacks, staples nor nails. No confetti, glitter, Silly String nor similar decorations. All decorations and tape must be removed from site and disposed of properly.
* No admission, concession, retail, vendor nor other sales nor fundraising permitted. No betting nor gambling permitted.
* Portable grills and cooking devices using open flame and/or bottled gasses are prohibited inside shelters.
* Only charcoal may be used in the charcoal grills. Leave coals to extinguish on their own.
* Pets are permitted in the shelter houses but must be on a leash. Discard your pet’s waste properly.
* Department representatives and/or local law enforcement have the right to enter the premises at any time.
* Facility must be cleaned, floors swept and mopped if necessary, counters and tables wiped clean and left in good order after use. All trash/litter must be in trash receptacles. See cleaning checklist.
* All user-owned equipment/supplies must be removed prior to end of rental time.
* Renter may not bring in any heavy equipment nor hazardous materials.
* Vehicles must remain on roads or in parking areas. DO NOT PARK NOR DRIVE ON GRASS, SIDEWALKS, TRAILS, OR PARK AREAS.
* Picnic tables must not be moved nor removed from the shelter.

I Acknowledge and agree to all policies stated on this page. Renter’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

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| **2019 Rental Times and Fees** |
|  | Resident Rate | Standard Rate | Rental Times | Charges |
| John Bishop Shelter | $40 per 4 hour block | $150 per 4 hour block | 10a-2p or 4p-8p |  |
| Lamby Lane | $25 per 4 hour Block | $100 per 4 hour block | Deposit Fee | $100 |
| WCP Oak | $25 per 4 hour Block | $100 per 4 hour block | **Total Due** |  |
| WCPPine | $25 per 4 hour Block | $100 per 4 hour block |
| Payment Method:  | Cash  | Credit Card | Check # \_\_\_\_\_\_\_  | Employee taking payment |

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**Cancellation Policy:** Ifcancellation occurs:

* More than 30 days from event: full refund less $10 administration fee
* Between 14 – 29 days from event; 50% refund
* Less than 13 days from event: no refund
* Fees will not be refunded if event is canceled due to inclement weather.

**Date Change Policy**:There is a $10 administrative fee to change the date of a processed rental.

**Rental Rate Policy:** All residents must show current, unexpired proof of residency within Whitehall city limits.

* All businesses and non-profits with mailing addresses and currently doing business within Whitehall city limits may use the facility for organizational functions at the Whitehall resident rate. Attach copy of exemption certificate. Fees and deposit must be paid with the organization’s checks or credit card. The rental must be for organizational use, not personal use.
* Individuals working within Whitehall City Limits, but not residing within Whitehall city limits must pay the standard rate.

**Alcohol Policy:** Alcoholic beverages are prohibited on the premises. Failure to comply with this policy will result in the renter’s and group’s immediate ejection from the property, permanent banning from City facilities, forfeiture of deposit, additional charges for damages incurred and possible criminal charges.

**Checklist for Cleaning and Checkout**

Complete the following cleaning steps. Failure to do so will result in deductions in your deposit for costs of cleaning, repair, replacement, or restoration. The following are the minimum cleaning requirements needed for a complete refund of your deposit. *There are no cleaning supplies or brooms at shelter. Bring with you to site.*

\_\_\_\_\_ Remove all streamers, tape, decorations, etc. from all tables, rafters, walls, lights, etc.

\_\_\_\_\_ Wipe down all tables and benches

\_\_\_\_\_ Pick up all trash off floors. Sweep/mop floors to remove all debris from event.

\_\_\_\_\_ Leave trash in trash cans unless overflowing. Remove bags, tie close and put bags outside a restroom.

\_\_\_\_\_ Check out with Ranger or employee at conclusion of rental time.

**Facility Information**

Facility address: John Bishop Park Shelter, Southeast corner of park, 4915 Etna Rd, Whitehall, Ohio 43213

Emergency Numbers: Police: Call 911 Fire: Call 911

For non-emergency facility/park related items contact park department at: 614-863-0121

I Acknowledge and agree to all policies stated within this document and will follow all policies, rules, regulations and laws.

Cleanup Checklist will be completed.

Renter’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_