

# Village of Timberlake

## Hall Rental Agreement

Renter \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Rental Date \_\_\_\_\_

Rental Time \_\_\_\_\_

Alcohol Use      YES      NO

Renter must read and acknowledge:

- Hall rental rules and ordinances were read and understood
- The hall was viewed prior to rental and condition was fine.
- Renter understands and agrees he may be charged fees per the rental rules if deemed necessary.
- Renter is Timberlake resident and will be present and responsible for the event and,
- This agreement is made upon the express condition that the Renter agrees to indemnify the lessor from all claims, liabilities, charges, expenses (including attorney's fees) and costs whatsoever arising out of or in any way associated with the rental of the Village Hall under the terms of this Rental Agreement.

Renter must sign to acknowledge they have read, understood and agree to the terms of this rental contract.

Renter \_\_\_\_\_ Date \_\_\_\_\_

Amount paid \_\_\_\_\_

Hall Manager \_\_\_\_\_ Date \_\_\_\_\_

#### 1064.01 RENTAL OF THE VILLAGE HALL

(a) The Chairman of the Village Hall Committee of Council and/or authorized personnel shall accept reservations for the use of the Village Hall. Request forms shall be provided by the Chairman of the Village Hall Committee or other authorized personnel.

(b) All fees, costs, expenses and security deposits that shall be charged for the use and/or rental of a municipal facility shall be set by the Village Hall Committee, and a schedule of same shall be available to the public from the Village Council.

(c) The rental or use of the Village Hall shall not include any function on the premises whose purpose is to generate and/or raise revenue. This prohibition shall not apply to Village affiliated service clubs and organizations which meet the definition under Section 501(c)(3) in the Internal Revenue Code.

(d) Notwithstanding division (b) of this section, the Mayor and the Village Hall Committee and/or authorized personnel, at their discretion, may permit the rental of the Village Hall to a recognized service club or organization, including The Village Club, which has provided or does provide services or benefits to the Village at no rental fee cost and with no damage deposit. The value of the services provided should be at least commensurate with the waived rental fee. The club shall be required to sign a contract, and will remain liable for any damage caused to the hall during the rental.

(e) Notwithstanding division (b) of this section, the Mayor and the Village Hall Committee, and/or authorized personnel, at their discretion may permit the rental of the Village Hall (day time hours only), Monday through Friday and weekends, at no rental fee cost and given availability, to residents for bereavement/funeral services for immediate family members. The resident shall be required to sign a contract, and will remain liable for any damage caused to the hall during the rental.

(f) For each rental of the Village Hall, the renter shall retain a member of the Village Police Department if alcoholic beverages will be consumed and/or served on the premises, who shall be paid at a rate set by the Chief of Police. This provision shall not apply to recognized service clubs or organizations.

(g) Any provision of this section does not in any way limit the liability of any person for any injury, damage or loss to any person or property.

(h) Rental of the Hall from 5 p.m. Fridays to midnight Sundays, as well as all federal holidays, shall be for the exclusive use of residents of the Village. Daytime rentals, Monday through Friday, excluding holidays, can be for the use of corporations, companies or other entities with the Ohio Secretary of State and in good standing, both for profit and not for profit, as well as resident use. At no time may a non- resident, other than the incorporated entities addressed herein, contract for the use of the Hall.

(Ord. 2006-36. Passed 12-19-06; Ord. 2008-16. Passed 9-16-08; Ord. 2011-8. Passed 4-19-11; Ord. 2012-6. Passed 3-20-12.)

#### 1064.02 RENTAL OF THE VILLAGE HALL PAVILION.

(a) The Chairman of the Village Hall Committee and/or authorized personnel shall accept reservations for the use of the Village Hall Pavilion for parties of 12 or more.

(b) Use of the pavilion shall be on the first-come basis unless a reservation is posted.

(c) Notwithstanding division (b) of this section, the Mayor and the Village Hall Committee, and/or authorized personnel, at their discretion, may permit the rental of the Village Hall Pavilion to a recognized service club or organization, including The Village Club, which has provided or does provide services or benefits to the Village at no rental fee cost and with no damage deposit. The value of the services provided shall be at least commensurate with the waived rental fee. The club or organization shall be required to sign a contract, and will remain liable for any damage caused to the pavilion during the rental.

(d) The Chairman of the Village Hall Committee and/or other authorized personnel shall post a notice on the pavilion indicating that the pavilion is reserved and shall further post the times of said reservations.

(e) All fees, costs, expenses and security deposits that shall be charged for the use and/or rental of a municipal facility shall be set by the Village Hall Committee, and a schedule of same shall be available to the public from the Village Council.

(f) Rental of Village facilities is prohibited for any function whose purpose is to raise and/or generate monetary revenue. This prohibition shall not apply to Village affiliated service clubs and organizations which meet the definition under Section 501(c)(3) in the Internal Revenue Code.

(g) For each rental of the pavilion, the renter shall retain a member of the Village Police Department if alcoholic beverages will be consumed and/or served on the premises, with the rate of the officer to be set by the Chief of Police. This provision shall not apply to recognized service clubs or organizations.

(h) If so contracted for, the restrooms within the Village Hall shall be accessible to persons reserving the pavilion.

(i) Any provision of this section does not in any way limit the liability of any person for any injury, damage or loss to any person or property.

(Ord. 2001-4. Passed 3-20-01; Ord. 2002-6. Passed 3-28-02; Ord. 2004-11. Passed 9-21-04; Ord. 2006-36. Passed 12-19-06; Ord. 2011-7. Passed 4-19-11; Ord. 2012-7. Passed 3-20-12.)

# Village of Timberlake

## Hall Rental Instructions

### General:

- Only Timberlake residents may rent the hall or pavilion.
- The village hall is a non-smoking facility.
- All events must conclude no later than 1:30AM if rented in the evening.
- The key to the hall must be returned to the hall director no later than two hours after the function concludes. The key should be placed on the shelf to the right of the front door at 73 Shawondassee.
- At the end of the function, the two thermostats on either side of the fireplace should be set to OFF during warm weather and to 55° during cool weather. The thermostat in the foyer should not be touched. All windows and doors must be securely closed and locked, and lights must be turned off, the floors must be vacuumed and mopped where and when needed.

### Clean Up Rules:

Renters are responsible for all trash removal from the hall and must place the trash in the dumpster. Be sure to close the lid on the dumpster to discourage raccoons. Nothing may be left in the refrigerator. Should additional cleaning be necessary, the renter shall be charged the hourly rate of a Village employee, or the full cost of an outside professional cleaner and the amount deducted from the security deposit. All tables and chairs must be returned to the positions as outlined in the contract. No nails, staples, or other fasteners may be used to fasten anything to any surface. Tape may be used on tables and glass surfaces only, and must be removed following the event. Failure to lock all doors and windows or return thermostats to proper settings will result in a \$20.00 charge, deducted from the security deposit.

### Parking:

The parking situation can be difficult, but the renter is responsible for ensuring that guest vehicles are properly parked in lawful areas, and that ingress and egress to resident driveways are not encumbered. This means no parking on the island at the bottom of any private drive. Vehicles should be parked on the island, with two wheels off the road, to allow sufficient room for cars to pass by without driving on lawns.

No vehicles shall be driven on the lawn of the Village Hall or Park. This includes caterers and delivery of equipment. Renters shall be responsible for repair of damages, charged at the hourly rate of a Village employee, or the full cost of a contractor, to include landscape materials.

### Rates:

#### Sat/Sun/Holidays

Noon to 6:00PM      \$125 + \$100 deposit  
Noon to Midnight      \$200 + \$100 deposit

#### Monday – Friday

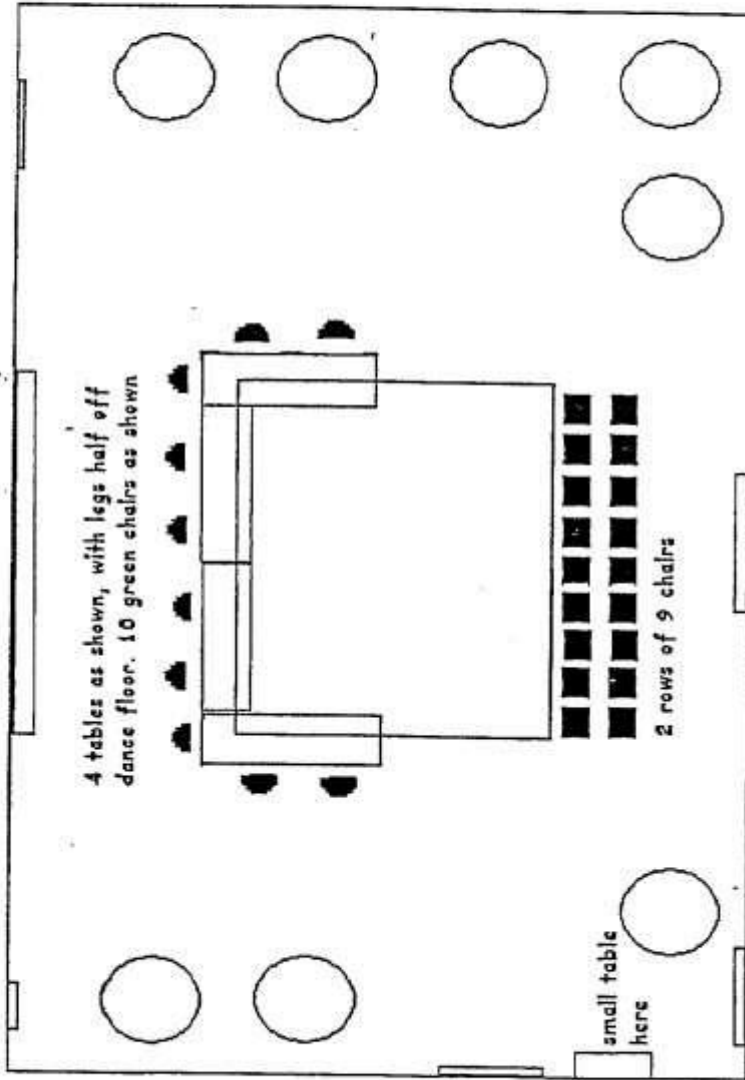
Resident Full Day \$75 + \$100 deposit  
Corporate 8AM-6PM \$150 + \$100 deposit

Pavilion rentals are \$25 + \$50 deposit.

Pavilion with restrooms is \$35 + \$50 deposit

If alcohol is to be consumed at the function, a Timberlake Police Officer will be furnished at a rate of \$18.00/hour. The renter is responsible for paying the officer directly at the conclusion of the event. The officer will assist in parking, and will begin duty one half hour prior to the event.

All cleanup must be completed on the day of the event.  
The room must be returned to the below specifications.



**ALL TABLES MUST BE MOVED USING TWO PEOPLE.  
DO NOT DRAG TABLES ON CARPET OR DANCE FLOOR.  
DRAGGING TABLES MAKES THE LEGS WOBBLE  
AND MARKS THE DANCE FLOOR**

Storage Room must be left in this setup after every event. Nothing is to be stored beyond the carpeted area.

