

## **HANCOCK PARK DISTRICT**

### **Rental Agreement for Brugeman Lodge at Riverbend Recreation Area**

1. **RESERVATIONS:** Reservations are taken up to one year in advance. Reservations are not made or confirmed until the rental fee and Rental Agreement are accepted.
2. **RENTAL FEE:** Brugeman Lodge at Riverbend Recreation Area can be rented for \$500 on Friday, Saturday, Sunday, and holidays and for \$250 Monday through Thursday. Nonprofit organizations with 501 (C) (3) status can rent Brugeman Lodge at a reduced rate of \$100 Monday through Thursday only. Nonprofit reservations must be made at the office, not online.
3. **HOURS:** The rental period is from 6:00 a.m. to 12:00 midnight. Arrangements for earlier arrival on the day of the reservation need to be confirmed through the Hancock Park District office.
4. **EARLY ENTRY:** Renters wanting to reserve Brugeman Lodge on the day prior to their confirmed reservations for the purpose of decorating or related uses may do so for a fee of \$125 (Friday-Sunday and holidays) or \$63 (Monday-Thursday). The facility would be available beginning at 6:00 p.m.

If earlier use is desired, the facility would be available at noon for a fee of \$250 (Friday-Sunday and holidays) or \$125 (Monday-Thursday). Groups with nonprofit 501 (C) (3) designation can reserve the facility at 6:00 p.m. for a fee of \$25 or at noon for a fee of \$50 (Monday-Thursday).

Reservations can only be made up to seven days prior to the confirmed reservation date if it hasn't been rented the day before. Reservations made beyond seven days are subject to the standard rental fee. Early entry reservations must be made in person at the Hancock Park District office.

5. **SECURITY DEPOSIT:** A \$200 security deposit by cash or check is due when picking up the key. The security deposit will be returned if the facility is clean and undamaged and when the key is brought back.
6. **KEY:** The key can be picked up a few days prior to the reservation date at the Hancock Park District office during normal business hours. Renters are only permitted to enter the facility at the time noted on the Activity Reservation Form. The key can be returned within one week after the reservation. Do not leave Brugeman Lodge unattended when unlocked.
7. **PARKING:** Parking is available in the Meadows parking area with drop off areas and handicapped parking located near the facility. Additional parking is available in the Big Oaks parking area and the Oxbow Bend parking area located nearby with connecting walkways.
8. **OCCUPANCY:** Local fire code allows for a maximum of 240 persons.
9. **TABLES AND CHAIRS:** Brugeman Lodge has 30 - 8' rectangle tables, 12 - 5' round tables, and 265 chairs for inside use only. The renter is responsible for setting up tables and chairs and putting them away. Leave 10 tables and 80 chairs on the floor.
10. **DECORATIONS:** Chair and table decorations using clear tape, table centerpieces, and flame enclosing globe candles are permitted. Decorations may not be affixed to the walls, building, or fixtures. Decorations may be laid on the fireplace mantel and/or hearth. Fog machines, sidewalk chalk, glitter, bird seed, rice, and confetti are not permitted.

11. SALE OF FOOD/BEVERAGES/OTHER ITEMS: The renter is not permitted to sell items of any kind unless it is a nonprofit organization with 501 (C) (3) status and is selling or auctioning for the purpose of raising funds to benefit the community or a charitable organization. Prior authorization is required.

12. KITCHEN: The kitchen is for warming purposes only. It is equipped with commercial freezer and refrigerator, two large microwaves, and deep sinks for clean-up. Please remember that if warm drinks are put in the refrigerator, it may take a long time for the drinks to get cold. The Hancock Park District does not provide catering.

13. ALCOHOLIC BEVERAGES: Alcoholic beverages may be consumed but not sold. Alcoholic beverages are permitted inside the Lodge only. The renter is responsible for adhering to Ohio Liquor Laws. Do not place beer kegs inside the refrigerator or freezer.

14. SMOKING: Brugeman Lodge is a non-smoking facility. Smoking is not permitted inside.

15. CLEAN-UP: Clean-up is the renter's responsibility. This includes kitchen, tables, chairs, and floor. Spills and accidents resulting in vomit, urine, feces, etc. is the renter's responsibility to clean-up. The renter is responsible for picking up litter and for sweeping and mopping floors where residue appears. Bring dish towels, rags, paper towels, and cleaning agents. They are not provided. Mops, brooms, and dust pans are located in the closet. Trash bags are provided and must be tied and placed in the dumpster located outside. Exit south via the side door.

16. REFUND POLICY: A cancellation notice must be made in writing by the same person who signed the rental agreement. A cancellation notice received more than six months prior to the event date is subject to a full refund or it can be rescheduled one time within a year from the date that the original reservation was made, not the event date. A cancellation notice received less than six months prior to the event date is subject to a full refund, but only when the date has been reserved by another paying customer for the full rental fee with no opportunity to reschedule. All refunds are subject to a \$30 processing fee.

**Please sign after reading the Refund Policy:** \_\_\_\_\_  
**Renter's Signature**

17. CONTACT INFORMATION: If there is a problem with the facility, contact the Hancock Park District office during normal business hours at 419-425-7275 or the Service Ranger at 419-412-4924 during non-business hours. When calling the Service Ranger's pager, you will hear three beeps. Enter the phone number you are calling from, hang up, and someone will call you back shortly.

ACKNOWLEDGEMENT: Renter agrees to occupy and use Brugeman Lodge in a responsible manner and comply with all applicable local, state, and federal laws. Renter agrees to waive all claims or causes of action arising from the use of Brugeman Lodge and agrees to release the Hancock Park District and its agents, employees, and volunteers and their heirs, executors, and assigns from liability.

\_\_\_\_\_  
Name of Responsible Person (print)      Signature of Responsible Person      Date

\_\_\_\_\_  
Type or Name of Event      Reservation Date      Telephone Number

Effective: 1/30/17