

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 \$650.00 on Friday, Saturday, Sunday, and holidays and for \$325.00 on Monday through Thursday. Nonprofit organizations with 501 (c)(3) status can rent Brugeman Lodge at a reduced rate of \$150.00 on Monday through Thursday only. Nonprofit reservations must be made in-person and by appointment at the Hancock Park District office.
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 \$165.00 (Friday through Sunday and holidays) or \$85.00 (Monday through 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 \$325.00 (Friday-Sunday and holidays) or \$165.00 (Monday through Thursday). Groups with nonprofit 501 (c)(3) status can reserve the facility at 6:00 p.m. for a fee of \$40.00 or at noon for a fee of \$75.00 (Monday through Thursday).

The earliest a reservation can be made is on the Monday prior to the confirmed reservation date if it has not already been rented. Reservations made beyond the Monday before are subject to the standard rental fee. Early entry reservations must be made in-person and by appointment at the Hancock Park District office.

5. **DEPOSIT:** A \$250.00 deposit by cash or check is due when picking up the key. Credit cards are not accepted. The deposit will be returned if the facility is clean and undamaged, the renter and guests complied with the rental agreement, and when the key is brought back. If the deposit was made with a check, the check will be shredded unless the renter wants it back. If the deposit was made with cash, the deposit can be picked up when the key is returned. This exchange will require an in-person meeting by appointment.
6. **KEY:** Make an appointment to pick up the key a few days prior to the reservation date by calling the Hancock Park District office during normal business hours. The key can be returned within one week after the reservation by putting it through the mail slot in the front door. Renters are only permitted to enter the facility at the time noted on the Activity Reservation Form. Do not leave Brugeman Lodge unattended when it is unlocked.
7. **PARKING:** Parking is available in the Meadows Activity Area parking lot. Drop off areas and handicapped parking spaces are located near the facility. Additional parking is available in the Big Oaks Activity Area parking lot and in the Oxbow Bend Activity Area parking lot located nearby with connecting walkways.
8. **OCCUPANCY:** Local fire code allows for a maximum of 240 persons. However, due to the coronavirus (COVID-19) and the need to practice social distancing with 6 feet between tables, the revised maximum capacity is 82 persons.

9. TABLES AND CHAIRS: Brugeman Lodge has 15 rectangle tables with chairs for seating already set up. Most of the tables have six chairs. Please do not move the tables for seating or add tables and chairs. Leave the tables and chairs on the floor after the event. Do not put them away. Removing tables and/or chairs from Brugeman Lodge is not permitted. In addition to the tables and chairs for seating, four tables are already set up for miscellaneous uses (e.g. gifts, cake, bar, and DJ).
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, confetti, nails, tacks, and staples 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 and is selling or auctioning for the purpose of raising funds to benefit the community or a charitable organization.
12. KITCHEN: The kitchen is for warming purposes only. It is equipped with a 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 Brugeman 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. Leave recyclable material in the receptacles.
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 \$30.00 processing fee. If paid by credit card, the credit card fees are nonrefundable since those fees are kept by the credit card processor, not the Hancock Park District.
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 Park Maintenance Technician at 419-721-4641 on weekends from 8:00 a.m. to 4:30 p.m. Call the Hancock County Sheriff's Office at 419-422-2424 to request assistance during evenings, nighttime, and holidays when trying to reach maintenance personnel.

18. ACKNOWLEDGEMENT: Renter agrees to occupy and use Brugeman Lodge in a responsible manner and comply with all applicable local, state, and federal laws.

Renter is aware that the following safety precautions can help slow the spread of the coronavirus (COVID-19). Renter agrees to comply with the following safety precautions and urge guests to do the same for as long as public health orders from the Ohio Department of Health remain in effect:

- Masks made of a material that covers the nose, mouth, and chin are required in any indoor location that is not a residence, and outdoors when it is not possible to consistently maintain a distance of 6 feet or more between people who live in different homes/households. Ohio is under a mandatory mask order in public places.
- Avoid gathering in groups. If gathered, maintain groups of no more than 10 people, separated from other groups by at least 6 feet. Perform a daily health assessment and stay home if experiencing fever, cough, or other signs of COVID-19.
- Maintain at least 6 feet of distancing from others. Wash hands with soap and water for at least 20 seconds, or use hand sanitizer, when entering a facility and as frequently as possible. Renter and guests should bring additional hand sanitizer.
- Designate areas for tables and seating for food and drink consumption. Seat no more than 10 people per table, and ensure tables are 6 feet apart. Ensure attendees are seated when food and drink is consumed.
- Regularly clean and disinfect high-touch surfaces. Renter should bring cleaning supplies.

Renter assumes the risk associated with a social gathering at Brugeman Lodge and 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.

Renter understands that they are renting the facility at a reduced capacity due to Covid-19. The capacity may change by the event date but that is not guaranteed. The above refund policy is in effect for this rental regardless of the capacity.

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

Type or Name of Event Reservation Date Telephone Number

Effective: 04/12/2021