

BRUGEMAN LODGE RENTAL AGREEMENT

1. **RESERVATIONS:** Reservations are made up to one year in advance. Reservations are not made or confirmed until the rental fee has been paid, and the Rental Agreement has been signed.
2. **RENTAL FEE:** Brugeman Lodge can be rented for \$800.00 on Friday, Saturday, Sunday, and holidays and for \$400.00 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 at the Hancock Park District Administrative Offices, not online.
3. **HOURS:** The rental period is from 6:00 a.m. to 12:00 midnight. Arrangements for early entry need to be confirmed through the Hancock Park District Administrative Offices.
4. **EARLY ENTRY:** Renters who want 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 \$200.00 (Friday-Sunday and holidays) or \$100.00 (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 \$400.00 (Friday-Sunday and holidays) or \$200.00 (Monday-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-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 at the Hancock Park District Administrative Offices.
5. **SECURITY 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 returned.
6. **KEY:** The key can be picked up a few days prior to the event date at the Hancock Park District Administrative Offices during normal business hours. Renters are only permitted to enter the facility at the time noted on the Activity Reservation Form. The key should be returned within one week after the event. Do not leave Brugeman Lodge unattended when unlocked.
7. **VEHICLES AND PARKING:** Parking is available in The Meadows Activity Area parking lot. Drop-off areas and accessible 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. Motorized vehicles are not permitted on the grass, pedestrian walkways, and trails. Keep motorized vehicles on clearly marked roadways, driveways, parking lots, and parking spaces.
8. **OCCUPANCY:** Local fire code allows for a maximum of 240 people.
9. **TABLES AND CHAIRS:** Brugeman Lodge has thirty 8-foot-long rectangular tables, twelve 5-foot round tables, and 240 chairs. Ten tables and 80 chairs will be on the floor upon arrival. Tables and chairs are for inside use only. Removing tables and/or

chairs from Brugeman Lodge is not permitted. You may use the additional tables and chairs in the closet. At the end of your event, do not put any of the tables and chairs back in the closets. Leave them on the floor.

10. **DECORATIONS:** Table and chair 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, tacks, staples, and nails 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 it is selling or auctioning for the purpose of raising funds to benefit the community or a charitable organization.
12. **KITCHEN:** The kitchen is for catering purposes only. It is equipped with a commercial refrigerator and freezer, two large microwave ovens, and 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 and vaping are not permitted inside.
15. **PETS:** Animals, except for service animals, are not permitted inside Brugeman Lodge.
16. **BOUNCE HOUSES:** Bounce houses are not permitted at Brugeman Lodge. There is an approved tent site nearby. Please contact the Hancock Park District Administrative Offices to obtain a permit. Tents are permitted in the designated area only.
17. **CLEAN-UP:** Clean-up is the renter's responsibility. This includes the kitchen, tables, chairs, and floors. 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 sweeping and mopping the 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.
18. **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 with a credit card, the credit card fees are nonrefundable, since those charges are kept by the credit card processor, not the Hancock Park District.

19. **CONTACT INFORMATION:** If there is a problem with the facility, contact the Hancock Park District Administrative Offices during normal business hours (8:00 a.m. - 4:30 p.m. Monday-Friday) at 419-425-7275. During evenings, nighttime, or holidays, call the Hancock County Sheriff's Office dispatch at 419-422-2424 to request assistance if unable to reach Hancock Park District maintenance personnel.
20. **ACKNOWLEDGEMENT:** The renter agrees to occupy and use Brugeman Lodge in a responsible manner and comply with all applicable local, state, and federal laws. The 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.