



CENTER ON THE LAKE RENTAL CONTRACT

The Center may be rented for the following events: Weddings, Receptions, Anniversaries, Birthday Parties, Parties, Showers, Fund Raisers, Flea Markets, Bazaars, Township Non-Profit Organizations. Capacity of hall: 100. Parking spaces: 84. Location: 2491 Canfield Road, Akron, OH 44312. Phone: (330) 733-2556.

The cost for rental of the hall is: \$125.00 per hour with a minimum of 3 hours or \$750 for 8 hours, plus a refundable deposit of \$200.00 for cleaning and repairs if necessary.

Give yourself 1 hour to decorate and 1 hour to clean up with party in between. You will be permitted into the building at the start time you have reserved.

If the Gazebo and CENTER ON THE LAKE are rented together, one deposit is required.

****Additional Fees will apply for Police Officer presence at event if Alcohol will be served.**

Cash payment of the Officer fee is required at time of reservation.

RULES AND REGULATIONS FOR RENTAL AND USE OF CENTER ON THE LAKE

1. Cleaning and damage Deposit of \$200.00 is required to reserve rental date and will not be considered reserved until said deposit is paid. **Full rental fee payment is due 45 days prior to the event.** Once the deposit is paid, if the event is canceled, any paid rental fee and deposit will be forfeited, unless the center can be re-rented and then the deposit and any paid fees will be returned less \$100.00. Cancellations must be made in writing (e-mail and fax is accepted).
2. Rent includes the use of tables, chairs, kitchen facilities (the use of slicer, mixer, and dishwasher not included).
3. The deposit is to cover any damage done to the Center and cleaning, if not left clean. Chairs are to be placed at tables.
4. Chairs and tables are to remain inside the Center. No furniture is allowed to be moved outside for any reason.
5. Any person renting the Center must agree to pay for the restoration to original condition of Center and equipment. If any maintenance is required to bring the area back to its original condition a rate of \$45.00 per hour (minimum of 3 hours) will be deducted from the deposit.
6. The Center Director and the Board of Trustees shall determine the extent of damage. Any damage exceeding the deposit shall be paid by the person renting the Center.
7. If the Center is left in the condition as when rented, the deposit shall be refunded.
8. The Center is decorated throughout the year. **NO DECORATIONS ARE TO BE REMOVED OR HUNG BY RENTERS.**
9. Glitter, confetti, and fog/smoke machines are prohibited. **NO OPEN FLAME CANDLES PERMITTED.** Battery operated candles only.
10. The consumption or possession of controlled substances, illegal drugs, drug paraphernalia is strictly prohibited.
11. No smoking in the building.
12. If having alcohol an officer must be hired at \$45 an hour minimum of 3 hours. (Pricing is subject to change, current rate and holiday pay will apply at reservation.) Selling alcoholic beverages is prohibited. **Cash payment of officer fee is due at time of reservation.**
13. The Center must be left clean after activities. The interior and exterior of the stove must be cleaned after use. When using the stove, the fan must be turned on. When stove is turned off, the fan must remain on for 15 minutes. Trash is to be removed and placed in trash container. Please do not leave the Center unattended or you will forfeit the remainder of deposit.

14. The Board of Trustees reserves the right to refuse rental or cancel any group when it interferes with Township business.
15. Any other requests for use of facility is subject to approval by the Director of the Center.

Lessor agrees that for and in consideration of being permitted to utilize CENTER ON THE LAKE that lessor, for him/herself, heirs, personal representatives, assigns, guests and all other persons utilizing said facility during the rental period, do(es) hereby release and hold harmless Springfield Township, its Trustees, employees, agents and volunteers from any and all liability, claims, causes of action, losses, damages, costs and expenses of whatsoever kind or nature that arise out of, or in connection with, the rental/use of said facility.

Date Requested _____

Reservation Times _____

Alcohol Served? Yes No

Alcohol Service Times: _____

(Please be specific as possible so that other events may be scheduled. Be sure to include time for setup and clean up, If you go over your set ending time a percent of the deposit will be deducted)

I have read the above note (initials) _____

Name of Contact Person _____

Is the event open to the public? Yes No

Mailing Address _____

City/State/Zip _____

Day Phone _____ **Evening Phone** _____

Description of Activity _____

Expected Attendance _____

Rent _____ **Deposit** _____ **Police Officer Fee** _____

The user agrees to abide by the CENTER ON THE LAKE Rules and Regulations, a copy of which has been provided to me.

Email Address: _____

Applicant name (print) _____

Applicant Signature _____ **Date** _____

