

the College Town House

RENTAL CONTRACT

RENTAL FEES: **\$100** Half Day – 6hrs (Monday-Thursday Only)
 \$150 Full Day (Friday-Sunday)

RENTAL HOURS: 8AM – 11PM

CLOSED: Thanksgiving, Christmas, New Year's Eve, New Year's Day

RENTAL WAIVER:

- The user must be at least 21 years old (*not applicable to DU Students*) to reserve facility
- The user may not rent facility to promote, advertise, or lead to the sale of a product or service.
- The user agrees to comply with all CTH rules and regulations while using the facility and grounds
- The undersigned shall be present at the facility at all times during the use and shall be solely responsible for the conduct of all guests and any damages to the building, furniture, fixtures or other property arising or resulting from the use of the facility
- The user may not enter building before 8AM and must leave building no later than 11PM
- The user must leave house as they found it upon entering

ALCOHOL WAIVER:

- ONLY Wine /Champagne permitted inside facility
- The sale of alcoholic beverages is prohibited
- Persons using facility are responsible for complying with all state and local regulations
- The undersigned agrees to abide by all laws and regulation of the State of Ohio concerning the sale, distribution, use and consumption of alcohol beverages, and to hold College Town House harmless for any civil or criminal liability arising from any violation of said laws or regulation on the premise
- The undersigned shall be responsible for ensuring that alcoholic beverages are not served to minors.

OUTSIDE GUIDELINES:

- Event Tents CAN ONLY BE ERECTED ON WEST SIDE YARD (due to Gas Lines in front yard)

INSIDE GUIDELINES:

- No hanging of decorations on walls or removal of mirrors or pictures from walls
- No tape or tacks used on walls/furniture
- No smoking
- No pets in building
- Tables, Chairs & Furniture should be returned as found
- Table Linens are not provided
- Wipe down all tables, chairs, counters, oven etc. with cleaning products provided on counter and vacuum all floors if needed (found next to refrigerator)

KITCHEN GUIDELINES:

- There is no garbage disposal
- User has use to dishes, silverware and appliances in kitchen
 - If using dishes and silverware, please place items in dishwasher and run if full

CHECK-OUT PROCEDURE:

- Empty all trash cans and take out to trash bins outside the kitchen door
- Turn off lights (except parlor light on time in front window)
- Must lock all doors upon leaving
- Renter agrees to communicate spills to House Director

REFUND POLICY: Rental fee will be fully refunded if cancellation is made 14 days prior to the reservation date.

By signing below, I agree to the above rules and guidelines. I agree to pay for any loss or damages incurred, if any, during the time of rental.

Print Name _____
Phone

Signature _____
Date

Address

Email

Rental Date **Rental Time** **Rental Type** **# of People**

Rental Fee **Amount Paid** **Total Due**

Please sign and return with deposit to address below:
The College Town House
c/o Director
334 E Broadway
Granville, OH 43023