MAIL CHECKS PAYABLE TO "*VILLAGE OF LEWISBURG*" TO: Contacts:
VILLAGE OF LEWISBURG   Daytime – Tammy Holley   962-4377
112 S. COMMERCE STREET   Evening – Marsha Jones   962-2136
LEWISBURG, OHIO 45338

Community Center
261 E. Clay Street
Lewisburg, OH 45338

RENTAL AGREEMENT

Date of Event: _____

Contact Person:_____ Phone:_____
Address _____

Rental Hours: From _____ To _____ (Includes set up and clean up)

Rental Purpose: _____

Rental Fee: 8 Hours Or More $100   Paid: _____
        (Wedding Reception) $125.00   Paid: _____
        (Funerals, Reunions, Birthday, Anniversary) $50.00   Paid: _____
        (Local non-profit $0.00) (Fundraisers $50.00)   Paid: _____
Deposit: $ 50.00   Paid: _____

CANCELLATION WITHIN TWO WEEKS OF THE EVENT WILL RESULT IN FORFEITURE OF DEPOSIT.

Rental Regulations:

❖ ROOM CAPACITY IS 170.

❖ RENTER MAY BRING PREPARED FOOD. THIS IS A NON-COOKING FACILITY.

❖ NO SMOKING WILL BE ALLOWED INSIDE OR OUTSIDE THE FACILITY.

❖ NO ALCOHOLIC BEVERAGES WILL BE ALLOWED INSIDE OR OUTSIDE THE FACILITY.

❖ DO NOT USE STAPLES OR NAILS WHEN DECORATING.

❖ RENTER AGREES TO LEAVE FACILITY IN SAME CONDITION IN WHICH IT IS FOUND AND WILL BE RESPONSIBLE FOR ANY DAMAGE TO THE FACILITY, EQUIPMENT AND GROUNDS.

Liability
RENTER AGREES TO IDEMNIFY, DEFEND AND HOLD HARMLESS THE TCN COMMUNITY ASSOCIATION AND THE VILLAGE OF LEWISBURG, ITS OFFICERS, EMPLOYEES, AND SUBCONTRACTORS FROM ANY LOSS, DAMAGE OR INJURY TO PERSONS OR PROPERTY ARISING OUT OF OR OCCURRING IN CONDITION WITH THIS CONTRACT EXCEPT FOR SUCH LOSS, DAMAGE OR INJURY THAT IS THE RESULT OF THE DIRECT AND SOLE NEGLIGENCE OF THE COMMUNITY CENTER.

I acknowledge receipt of the community center rules for rental. Any and all deviations and or changes to the community center rules require prior consideration and written approval of the management. The list should not be considered comprehensive. All local, state and federal laws and regulations will apply. I agree to the terms and conditions as outlined on rental contract and will be responsible for all outstanding charges or damaged to the facility as a result of this event.

Signed _____ Date _____