



# City of Findlay Facility Rental Agreement

3430 North Main Street Findlay, Ohio 45840

419-424-7176 www.findlayohio.gov

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

If Not-for Profit Organization ID: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Estimated number of persons attending

Admission Fee

## **IMPORTANT INFORMATION – RULES AND REGULATIONS ON FACILITY RENTALS**

### **FEES ON DEPOSIT**

- √ The damage/cleaning/rental deposit must accompany the application in order to reserve specific date[s].
- √ The deposit is not refundable if the event is cancelled fewer than 30 days before the event.
- √ The deposit will not be refundable to the extent of damage to the facility or unacceptable cleaning.
- √ Deposit amount in full will be applied to final bill providing the facility is left in the same condition as it was prior to the event
- √ In the case the facility is not clear of equipment, displays, and debris is left in general disarray a cleaning deposit of not less than \$100 and not more than \$500 will be applied to your final bill.
- √ Persons wishing to rent any facility must be 21 years old at minimum.
- √ A Certificate of Liability Insurance, naming the City of Findlay as an additional insured, must be provided no later than 14 days before the event.

### **RESTRICTIONS ON SALE AND USE OF ALCOHOLIC BEVERAGES**

- √ Alcoholic beverages may be sold, served, and consumed only with advance permission of the City of Findlay.

- √ Sponsor Groups must obtain temporary Liquor Permits from the Ohio Department of Commerce.
- √ Security is **required** for any event at which alcohol is to be sold, served, or consumed.

### **SECURITY**

- √ All event permits and rental applications are reviewed by the Findlay Police Department.
- √ Security officers, provided by the Findlay Police Department starting at a starting cost of \$40 per man-hour
- √ The Event Sponsor pays the security separate and apart from the fees recited in this Agreement.

### **MISCELLANEOUS INFORMATION**

- √ No smoking permitted in any City of Findlay facility. If attendees smoke outside, the Sponsor must ensure that butts are picked up and properly disposed of.
- √ A City employee will open and close the facility on the date[s] of the event.
- √ The Event Sponsor should estimate set-up and teardown and cleaning times, included with the estimated times needed.
- √ A City employee will be on duty in the facility for the duration of the event. The employee is assigned to answer any questions or concerns, but is not available to participate in the event in any way.
- √ The Event Sponsor must designate a representative to meet with the assigned City employee for a walk-through inspection before the event and at its conclusion. That employee will determine whether the damage and cleaning conditions of this Agreement have been complied with.
- √ Damage/cleaning refund, if any, will be returned to the Sponsor Group within 21 days after the event concludes.
- √ Decorations must be *flame-retardant*.
- √ No tape, glue, nails, tacks, staples, or other adhesive materials may be used. An extra fee will be charged if this restriction is violated
- √ No lighted tapers, candles, or other flame-producing materials may be used.
- √ No glitter or shiny confetti may be used. An extra fee will be charged if this restriction is violated.
- √ Tables and chairs may not be removed from the facility without express permission from the City of Findlay.
- √ If admission is to be charged, Event Sponsor must submit a request on the Event Permit.
- √ A Health and Fire Department inspection is required if food is to be brought into the facility for sale.
- √ No animals are permitted inside any City facility except for assistance dogs, or unless otherwise permitted by the Recreation Superintendent.
- √ Music must end at least ½ hour before the scheduled end of the event.

### **POST-EVENT RESPONSIBILITIES ~ EVENT SPONSOR**

- √ Removal of all decorations and other items brought into the facility.
- √ Placing all tables and chairs to their appropriate storage racks in the designated areas.
- √ Trash removal from the building and parking lot: All trash and debris must be placed into the dumpster at the rear of the building [outside].

- √ Complete cleaning, which includes sweeping, pickup litter and trash removal, in the front entrance, parking lot, restrooms, arena, meeting rooms, and the kitchen, including refrigerator, countertops, and floors.

**PLEASE READ, SIGN, AND AFFIX THE DATE TO THE FOLLOWING ACKNOWLEDGEMENT:**

*The Event Sponsor, by and through its authorized representative who is named in this application, hereby agrees to hold those participating in the event to all of the terms and conditions recited in this Agreement.*

*The Event Sponsor, by and through its authorized representative, agrees to hold harmless the City of Findlay, its officers, employees, and agents from any claims of action, liability, judgment, costs, expenses and attorney fees arising from Sponsor Group's use of City of Findlay facilities, and in all matters strictly comply with the conditions recited in this Agreement.*

*The undersigned Sponsor Group representative, by his/her signature, accepts responsibility for the Sponsor Group for any and all damage to City of Findlay property and equipment, or for any thefts of City of Findlay property or equipment that occur during the use of any City of Findlay Facility recited in this User Agreement.*

*The Event Sponsor, by and through its authorized representative, agrees that the City of Findlay reserves the right to change, adjust, or waive any of the terms of this Agreement, or to terminate any event that poses a risk to the safety of the persons attending the events, to event staff, to City employees, or which event violates any of the terms and conditions of this Agreement.*

**For the Event Sponsor:**

\_\_\_\_\_  
Signature Title with Event

\_\_\_\_\_  
Date Signed

**For the City of Findlay:**

\_\_\_\_\_  
Signature Facility/Special Event Coordinator

\_\_\_\_\_  
Date Signed

**FOR OFFICE USE ONLY**

	Amount	Date - Paid	Cash - Check
Total Rental	\$		
Total Deposit	\$		
Additional Charges	\$		
	Yes	No	Special Notes
City of Findlay Event Permit			
State of Ohio Liquor Permit			
Police Security			
Liability Insurance			
Notify Safety			
Notify Administration			

Item		Hour/Day	Quantity	Amount
<b>Arena</b> (dry floor)	Capacity up to 2500	\$216/hour Prime Time; \$196/hour Non-Prime Time/\$1500/day		
Meeting Room -B	Capacity 45	\$25/\$100		
Meeting Room -C	Capacity 45	\$25/\$100		
Combo B & C	Capacity 100	\$50/\$200		
<b>Locker Rooms</b>				
#1	Per Event	n/a - \$50		
#2	Per Event	n/a - \$50		
#3	Per Event	n/a - \$50		
#4	Per Event	n/a - \$50		
Referee/Women's	Per Event	n/a - \$50		
Trojan	Per Event	Off season only		
<b>Parking Lot</b>				
	Per Event	\$10 per space		
<b>Rental Items</b>				
		<b>Per Event</b>	<b>Quantity</b>	<b>Amount</b>
8' Banquet Table		\$5 each		
Folding Chairs		\$.60 each		
Stage/Riser	(50) 4x4 section	\$10 per section		
Waste Dumpster	Roll off	\$475		
Pipe and Drape	144" L x36" W	\$5.50 per linear feet		
Pipe and Drape	96"L x 36 W	\$4.50 per linear feet		
Pipe and Drape	30"L x 36" W	\$3.50 per linear feet		
Sound System		Included w/ rental		
Television/DVD		\$20 per set		
Vendor Fee	Merchandise	\$50		
Cleaning Fee	Per Day	\$150/per room		
Overnight & Event Security		Starting at \$40 per man hours		
Day before set-up		\$300		
Night before set-up	After 4pm	\$25 per man hour		
<b>SUB-TOTAL</b>				
				\$
<b>DEPOSIT</b>				
<b>TOTAL DUE</b>				
<b>SPECIAL NOTES</b>				
VENDORS NON-COMPETE WITH CITY CONCESSIONS				

<b>RENTALS</b> TABLES/CHAIRS, PIPE/DRAPE, OTHER MUST BE RENTED FROM CITY FIRST  <b>COCA-COLA</b> EXCLUSIVE BEVERAGE				
<b>FOOD AND/OR          BEVERAGE ARE          NOT PERMITTED          TO BE BROUGHT IN          TO THE CUBE OR          MARATHON          DIAMONDS          WITHOUT WRITTEN          PERMISSION OF          THE RECREATION          ADMINISTRATIVE          SUPERVISOR.</b>				

**50% cash deposit on building rent due to confirm booking**

**Balance plus rentals and add "ons" due, day of event or upon receiving invoice.**

**Non-Refundable Deposit unless event is cancelled 60 days prior to rental date.**

**All cancellations must be in writing.**

**If the City of Findlay cancels your rental for any valid reason your deposit will be refunded 100%**

INITIALS \_\_\_\_\_ Date \_\_\_\_\_