

# Scioto Township Trustees

ROSS COUNTY, OHIO

164 SOUTH WATT STREET • P.O. BOX 1975 • CHILLICOTHE, OHIO 45601 • (740) 775-1431

WILLARD TAYLOR, FISCAL OFFICER  
JOHN WETZEL

PAUL CORCORAN  
MISSY BUTT

## Hall Rental Fees & Agreement

### Monday – Friday 9:00 am – 4:00 pm

(6 hour maximum rental)

Entire Hall	\$130.00
Large Room	\$100.00
Small Room	\$80.00

A \$100.00 security deposit is required the day of your rental  
A \$25 service charge will be assessed for all cancellations  
You may enter the hall at 9:00 weekdays to set up

### Monday – Thursday after 5:00 pm - 12am

(6 hour maximum rental)

Entire Hall	\$180.00
Large Room	\$150.00
Small Room	\$130.00

A \$100.00 security deposit is required the day of your rental  
A \$25 service charge will be assessed for all cancellations

### Friday – Sunday

(6 hour maximum rent – All renters must be out by 12:00a.m)

Entire Hall	\$330.00
Large Room	\$255.00

A \$100.00 security deposit is required the day of your rental

A \$25 service charge will be assessed for all cancellations  
You may enter the hall at 10:00 am on Saturday  
You may enter the hall at 1:00pm on Sunday

### Hall Rules

- \*All rental fees must be paid prior to rental date!!**
- \*The kitchen may be used.
- \*No confetti, glitter, helium balloons, candles, bird seed, rice, straw, or tape, nails or staples in the dry wall !!!**
- \* Do not slide tables across the floor, lift to move
- \*Scioto Township Hall is a non-smoking facility
- \*Scioto Township is not responsible for accidents or loss of Personal property
- \* If renter is not out by the agreed upon time subject to lose your security deposit.
- \* NO WEAPONS policy will be strictly enforced.**
- NO DEEP FRYING INSIDE HALL**

### Cancellation Policy

30 days prior to rental -	Full Refund
15 days prior to rental -	50% Refund
7 day prior to rental -	No Refund

A \$25 service charge will be assessed for all cancellations

I, \_\_\_\_\_, enter into this agreement with the Scioto Township Hall, 164 South Watt St., Chillicothe, OH 45601. The date of my event is mo. \_\_\_\_\_, day \_\_\_\_\_, year \_\_\_\_\_, for the entire hall \_\_\_\_\_, large room \_\_\_\_\_, small room \_\_\_\_\_. The time of my event is: begin \_\_\_\_\_ am/pm, end \_\_\_\_\_ am/pm. All rental fees will be paid within 5 days from the date of signing this agreement. If fees are not paid within 5 days of this day my reservation will be cancelled. **I understand a \$100 security deposit is required the day of my event and it must be cash, money order or a cashier's check. NO PERSONAL WILL BE ACCEPTED** This deposit is refundable upon inspection of the hall. In the event the hall does not meet inspection requirements my deposit will be held. If damages exceed my deposit I will be held responsible for the full extent of damages. I have read, understand and agree to the rental agreement, rules and rates above.

\_\_\_\_\_  
Renter Date

\_\_\_\_\_  
Scioto Township Representative Date

To the fullest extent permitted by law I agree to defend, pay in behalf of, and hold harmless Scioto Township, Ross County, Ohio against any and all claims, demands, suits, losses, including all connected therewith, for any damage which may be asserted, claimed or recovered against or from the Scioto Township, it's elected and appointed officials, employees, volunteers or all others working in behalf of the Scioto Township, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of Scioto Township and/or in any way connected or associated with this contract.

\_\_\_\_\_  
Renter Date

\_\_\_\_\_  
Scioto Township Representative Date