

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

HALL RENTAL AGREEMENT

PAUL CORCORAN
TOM STRAUB

Monday --- Friday 9:00 am to 4:00 pm
(6 hours maximum rental)
Entire Hall \$135.00
Large Room \$105.00
Small Room \$85.00

Monday ---- Thursday after 5:00 pm -- 12 am
(6 hours maximum rental)
Entire Hall \$185.00
Large Room \$155.00
Small Room \$135.00

\$100.00 Security deposit is required the day of rental

\$100 Security deposit is required the day of rental

Friday --- Sunday
(6 hour maximum rental)
(All renters must be out by 12:00 pm)
Entire Hall \$335.00
Large Room \$260.00

Cancellation Policy
A \$25.00 service charge will be assessed
for all cancellations:
30 days prior Full refund
15 days prior 50% refund
7 days prior No refund

\$100.00 security deposit is required the day of rental

You may enter the hall at 10:00am on Saturday

You may enter the hall at 1:00pm on Sunday

Hall Rules

- * All rental fees must be paid prior to rental
- *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 is not responsible for accidents or loss of personal property
- *If renter is not out by the agreed time subject to lose your security deposit.
- *No weapons policy will be strictly enforced
- * No deep frying inside the Hall.

I, _____, enter into this agreement with Scioto Township Hall, 164 S Watt St. Chillicothe, Ohio 45601. The date of my event is mo. _____, day _____, _____ year, for the entire hall _____, Large room _____, small room _____. The time of my event is: being _____ am/pm. End _____ am/pm. All rental payment 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 canceled. **I understand a \$100 security deposit is required the day of my event and must be cash, money order. NO PERSONAL CHECKS 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, bodily injury and death: and/or property damaged, 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

Scioto Township Trustees

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Scioto Township Hall Rental Information

To be completed by every renter

1. Briefly describe the event/function you will be having:

2. Will you be charging admission? _____ If yes, how much? _____

3. Will alcohol be consumed? _____

4. If you answered yes to #2 & #3, do you have a liquor permit? _____
(a copy of the permit is to be provided the date of your rental)

5. What type of signage will you be using on the exterior of the building to advertise your event/function?

6. As the renter you assume the responsibility for any and all damages to the facility

7. The Scioto Township Board of Trustees reserves the right to refuse or cancel the use of our facility to any event/function that is contrary to our purpose.

Rental Date _____

Renter Signature _____ Date _____

Scioto Township Representative _____

* Scioto Township Hall capacity is currently 214*