



## SHANES PARK

### Rental Rates, Conditions, and Indemnification

SHELTER HOUSE \$50/ DAY

PAVILION \$100 / Day

SHANES HALL \$150 / DAY – ADDITIONAL DAY \$75

COMMUNITY BUILDING WEDDING - \$800 (FRIDAY 8 am – SUNDAY 8 am)

COMMUNITY BUILDING \$350 - EACH ADDITIONAL DAY \$150

PARKWAY BANQUETS - \$150

ENTIRE PARK VENUE - \$1400 FOR 3 DAY EVENT

**WHEREAS:** the Renter desires to temporarily rent, occupy, and make use of the Owner's Venue, located at Shanes Park, Rockford, OH – Mercer County. Owner – Village of Rockford.

**WHEREAS:** the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants here in enumerated:

1. The Renter shall pay to Village of Rockford the rental amount no later than **30 DAYS** before the beginning of the rental period.
2. The Renter shall have access to and use of the venue on the date of rental – ANY additional days required will require extra fees. ALL RENTALS BEGIN AT 8 AM ON THE DATE OF RENTAL. NO EARLY ENTRY ALLOWED. EARLY ENTRY CAN RESULT IN \$50 PER HOUR FEE AND LOSS OF USING THE BUILDING IN THE FUTURE.
3. The Village Office will provide to the Renter all keys, access control codes, and other items necessary to give renter such access to premises by Friday at noon before weekend events.
4. It is the renter's responsibility to set up tables and chairs for event and return them to previous location after event. ALL TABLES MUST BE WIPED CLEAN BEFOR RETURNING TO STORAGE.  
A TOTAL OF 13 TABLES AND CHAIRS MAY BE LEFT IN THE BUILDING - ANY TABLES BROUGHT IN SHOULD BE RETURNED TO STORAGE. LEAVING ADDITIONAL TABLES OUT REQUIRES PRE-

**APPROVAL AND ADDITIONAL FEES. FAILURE TO COMPLY MAY RESULT IN A \$100 CHARGE AND LOSS OF USING THE BUILDING IN THE FUTURE.**

5. **CLEAN ALL USED APPLIANCES AND KITCHEN SURFACES. LIGHTLY SWEEP FLOORS.**
6. The Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it. Failure to do so will result in **additional fee of \$150.** **THE DUMPSTER IS LOCATED AT THE END OF THE PARK DRIVEWAY BEHIND THE SANTA HOUSE.**
7. **CLOSING REQUIREMENTS - THERMOSTAT: 60 WINTER / 80 SUMMER. TURN OFF ALL LIGHTS. LOCK ALL DOORS, AND RETURN THE KEY IMMEDIATELY TO THE DROP BOX AT THE VILLAGE OFFICE.**
8. Upon the completion of the rental period the owner will assess any damages or fees that may have been inflicted upon the venue by the Rental and/or renter's associates, guests, invitees, contractors, students, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent.
9. The Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that the owner may incur as a consequence of the actions of the Renter or any of the Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from the Renter's use of the venue.
10. No decorations or equipment are to be attached to or leaned against walls or ceilings. **(NO TAPE OR TACKING TO WALLS)** Damage to equipment, the structure, landscaping, parking areas, restrooms, kitchen or any part of the facilities **is the liability of the party or parties renting the facility and will be billed accordingly to cost estimates to repair.**
11. Any disputes arising under the control shall be adjudicated in the Owner's local jurisdiction
12. The Owner has any and all rights to terminate the contract without notice if the terms and conditions herein contained are not being met with complete satisfaction.
13. Payments are refundable up to 90 days prior to the scheduled event if the event is cancelled.
14. **VIOLATIONS OF THIS CONTRACT MAY IMPACT FUTURE RENTALS.**

Indemnification Agreement: In consideration of the Village of Rockford making Village facilities available to the undersigned and their guests, the undersigned agree and covenant as follows:

The undersigned, on behalf of themselves, their guests, invitees and any other attendees (whether invited or not), agree to indemnify and save harmless the Village of Rockford, Ohio, its employees, agents, elected and appointed officials, from any and all actions, claims, liability, losses, costs, expenses

or damages which may in any manner arise, result from or be connected to the use, enjoyment and occupancy of Village facilities, including without limitation, any loss or damage to person or property as well as any claim or claims arising out of the presence, serving or use of any alcoholic beverages at, around or adjacent to Village facilities.

The undersigned understands the significance of this indemnification and hereby assume full responsibility for any injuries, damages, losses or liability that may arise, result from, or occur in relation to their use, enjoyment and occupancy of Village property.

## Reservation and Payment Receipt

**\*\* THIS FORM MUST BE COMPLETED AND RETURNED WITH PAYMENT IN FULL AT LEAST 30 DAYS BEFORE YOUR EVENT ---- MAKE SURE YOU READ CONTRACT AND SIGN THIS RECEIPT. \*\***

Rental Building: \_\_\_\_\_ Date of rental: \_\_\_\_\_

Total payment due: \$ \_\_\_\_\_

Paid \$ \_\_\_\_\_ check or cash

**I HAVE READ AND AGREE TO THE TERMS, CONDITIONS, INDEMNIFICATION STATED ABOVE – INCLUDING BASIC CLEANING, TABLE PLACEMENTS AND TRASH REMOVAL REQUIREMENTS.**

Signature responsible for rental:

\_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

### **Rental procedures ----**

- 1. Make arrangements and pick up key at the Rockford Village Office.**
- 2. ALL RENTALS BEGIN AT 8 AM ON THE DATE OF THE RENTAL – NO EARLY ACCESS !**
- 3. Key is to be returned immediately after event to the Village Office drop box.**

Contact: **Village office – 151 E Columbia St. – 419-363-3032 ext 1 – rental reservations**

**Amy Joseph – 401 W Columbia St. – 419-953-7874 - building information**

**Email – [park.manager@rockfordohio.org](mailto:park.manager@rockfordohio.org)**

Prices updated effective – September 3, 2024

Agreement updates – MAY - 2026.