

Brugeman Lodge at Riverbend



Contract Agreement/Rental Information

Thank you for renting Brugeman Lodge. Please read the following rules and regulations carefully.

Reservations: Taken at the Hancock Park District office located at 1424 East Main Cross St., Findlay, during normal business hours (M-F, 8:00am – 4:30pm, except holidays) up to one year in advance on a first come, first serve basis, unless dates are scheduled consecutively. In this event, first date scheduled must be one year to the day; however HPD scheduled events do take precedence. Call the HPD office to check availability at 419-425-7275. **Reservations are NOT made and confirmed until rental fee and signed contract agreement are received at HPD office. Reservations are only good for the day(s) indicated on reservation form. No early entrance.**

Rental Fees (daily): Rental fees are paid at the same time reservations are made and are payable to Hancock Park District with signed Lodge Contract Agreement form. Checks (preferred), cash (exact amount), and money orders accepted. Checks returned by the bank are subject to a \$10 service charge.

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| ▶ Friday – Sunday & Holidays | \$450 rental fee |
| ▶ Monday – Thursday | \$200 rental fee |
| ▶ Non-profit organization (501) (c) (3) Mon. – Thurs. ONLY | \$100 rental fee |

Security Deposit: A \$200 security deposit in cash (exact amount) or check (payable to Hancock Park District) is required when renter picks up key at HPD office prior to reservation at HPD office during normal business hours (M-F, 8:00am – 4:30pm, except holidays). The security deposit will be returned to the appropriate person provided that HPD rules are followed, facility is left CLEAN, and key is returned. Violations of HPD rules will result in forfeiture of security deposit. Damages incurred, totaling over the \$200 security deposit, will be billed to the “Responsible Person” signing the Contract Agreement and an Incident Report filed.

Cancellations: If a cancellation is necessary at any time groups have the right to reschedule once within a year from the original reservation date on a first come, first serve basis. If cancellation occurs six months prior to the reservation date groups have the right to claim 50% of the rental fee. If cancellation occurs within six months of the Lodge reservation the entire rental fee is nonrefundable. Cancellations must be made in writing by the “Responsible Person” signing the original Lodge reservation and contract. Any refunds granted will only be made payable to the “Responsible Person” who originally secured the Lodge reservation, signed the contract agreement and provided the rental fee payment.

Hours: 7:00am to 12:00 midnight, unless other arrangements have been confirmed through the office.

Key: Entry key must be picked up at the HPD office (M-F, 8:00am – 4:30pm except holidays) prior to your Lodge reservation date and must be returned within one week of the reservation. The security deposit will be returned at this time. The building shall not be left unattended when unlocked. Failure to comply could forfeit security deposit. Renters are only supplied one (1) key.

Kitchen/Food Service: HPD does not provide catering. The kitchen is for warming purposes only. HPD does not have a food preparation license. Kitchen is equipped with commercial freezer and refrigerator, two large microwaves, and deep sinks for clean up.

Alcohol/Banned Substances: Alcoholic beverages may be served under the supervision and responsibility of the renter, but not sold. Alcoholic beverages are only permitted inside the Lodge. Beer kegs may NOT be put inside the refrigerator or freezer units in the kitchen. Possession of alcohol beverages is not permitted outside the building. Violators are subject to prosecution. No illegal drugs are permitted under any circumstances.

No Smoking: This is a NON SMOKING facility. This includes all areas inside the building.

Sale of food/beverages/other items: The renter may NOT sell items of any kind, unless the renter is a non-profit organization (501c 3) selling/auctioning for the purpose of raising funds to benefit the community or a charitable organization. Prior authorization needs to be obtained before the event.

-other side-

Decorations: Decorations may only be used on tables and chairs using clear tape ONLY to secure them. Thumbtacks, staples, wire, tape, nails or any other similar mounting devices are strictly prohibited on walls, fireplace mantel, windows, ceilings or lights. All decorations must be completely removed, leaving no marks of any kind behind. No open flames; all candles must be contained in enclosed candleholders. No fog machines, sidewalk chalk or confetti.

Clean Up: Clean up is renter's responsibility and must be completed by midnight. A cleaning checklist will be supplied when key is picked up at HPD office. Some cleaning products will be supplied. Kitchen area must be cleaned thoroughly along with tables, chairs, spills, any human accidents (vomit, urine, feces, etc.) and all floors in the Lodge should be picked up and swept. Bring your own dish towels, rags and sponges. They are not supplied. **PLEASE LEAVE THE FACILITY CLEAN.** Poor cleaning could constitute a loss of security deposit.

Trash: All trash bags will be supplied and must be tied and removed to dumpster out the side door, south of the Lodge.

Parking: Parking is available in the Meadows Area with drop off areas and handicapped parking located beside the facility. Overflow parking is available in Big Oaks and Oxbow Bend Activity Areas nearby with connecting walkways.

Fireplace: A gas fireplace is located inside the facility with an on/off switch. Please turn off when leaving building.

Occupancy: Fire code allows a maximum of 240.

Tables & Chairs: Table and chair arrangement is responsibility of user. After use, all tables and chairs must be cleaned, decorations removed and returned to racks in storage rooms leaving 10 tables and 80 chairs in their original place, unless otherwise specified. NO standing on tables and chairs. Tables and chairs must remain inside, unless other special arrangements are made and confirmed through the office prior to reservation. The building houses 30 – 8' tables, 12 – 5' rounds, and 265 chairs.

Directions: Riverbend is located off State Route 568, east of Findlay, on TR 208. Brugeman Lodge is located in The Meadows Area of the park on the west side of CR 208, just past the Big Oaks Area

Problems: In the event that there are any problems/accidents contact:

HPD office 419-425-7275 during business hours (M-F, 8am – 4:30pm, except holidays)

Service Ranger pager 419-412-4924 during non-business hours. Dial, after series of beeps, put in phone number you are calling from, hang up and someone will return your page shortly.

911 – Life threatening emergencies

Acknowledgement:

User agrees to use and occupy Brugeman Lodge in a reasonable manner and shall comply with all applicable state and federal laws and all terms and conditions of this agreement and guidelines of the Hancock Park District. User agrees to accept full responsibility for any and all loss and expenses arising out of any liability, or claim of liability, for any injury or damages to persons or property sustained by anyone, for reason of the use or occupation of the premises under the Agreement, or by any act or omission of User or any of its officers, employees, and guests, and User shall pay for any and all damage to the property of Brugeman Lodge, or loss or theft of such property, done or caused by such persons. User agrees to hold harmless the Hancock Park District, its officers, employees, volunteers and representatives thereof from any and all loss, cost and expenses arising out of any claim of liability as mentioned above. This agreement is not assignable. Renter should obtain insurance to provide protection from such losses or claims of liability.

Signature of Responsible Person

Today's Date

Phone Number

Name of Event

Date of Reservation

YES NO
Will alcohol be served?

Name of "Responsible Person" in addition to Renter (who will also be attendance)

Keep this with your reservation as a handy reference.

Hancock Park District 1424 East Main Cross St., Findlay, Ohio 45840
419-425-7275 (phone) 419-423-5811 (fax)

Brugeman Lodge at Riverbend (address & phone)
9250 Township Road 208 Findlay, OH 45840
419-429-7323

3/23/09