

Franklin Park Civic Center

655 Latham Lane
Akron, Ohio 44319
(330) 644-1728
info@tudorhouseonline.com

RENTAL AGREEMENT

Thank you for your interest in using the Franklin Park Civic Center Tudor House. This form must be completed ***in ink*** by the individual(s) who will be responsible for using our facility:

NAME(S) OF RENTER(S) _____

ADDRESS(ES) _____

TELEPHONE NUMBER(S) _____

NATURE OF PROPOSED USE _____

NUMBER OF PERSONS ATTENDING EVENT _____

DATE REQUESTED _____, 20____

HOURS REQUESTED _____AM/PM TO _____AM/PM

FOOD SERVED ONLY - BY _____
(We have no catering license)

I/We agree to provide the sum of \$_____, to be used as a Security Deposit. **In the event of written notice of rental cancellation, said Security Deposit shall be refunded. If terms of the Rental Agreement are not followed, or if damages occur to the premises, the City of New Franklin reserves the right to withhold all or a portion of the Security Deposit, upon the recommendation of the Franklin Park Civic Center Commission.**

IF APPLICABLE, REFUND SECURITY DEPOSIT TO _____
(List one name only, please)

I/We agree to provide the sum of \$_____, to be used as the Rental Fee. **Rental rates are subject to change prior to our receipt of a fully-executed Rental Agreement and complete payment. The rental fee will be returned only if written notification of cancellation is given by_____, 20____, six (6) months prior to scheduled rental.**

IF APPLICABLE, REFUND RENTAL FEE TO _____
(List one name only, please)

Said security deposit and rental fee are due upon commitment of rental. If paying by check, please make payable to FRANKLIN PARK CIVIC CENTER. TOTAL AMOUNT DUE \$_____. There is a \$25.00 fee for all NSF checks.

The Franklin Park Civic Center Tudor House will be opened at the time stated in your contract. If you desire extra time, or an earlier opening, please call the Caretaker at (330) 644-1728. There is a fee for additional time.

1. **It is your responsibility to provide a copy of your signed Rental Agreement to your clean-up committee, caterers, photographers, florists, outside contractors, etc., in order to ensure that the terms of said Rental Agreement are followed.**

Renters' Initials

- 2.

<u>DO NOT COMPLETE – FOR FPCC USE ONLY</u>			
Hours Rented	_____		
Hourly Rate	\$ _____	= RENTAL FEE: (Hours x Rate)	\$ _____
Additional Hours:	\$ _____		
Hourly Rate:	\$ _____	= ADDITIONAL RENTAL FEE: (Hours x Rate)	\$ _____
		SECURITY DEPOSIT:	\$ _____
		TOTAL DUE:	\$ _____

3. Rental is for 75 people maximum, inside the house. An additional 125 people are permitted outdoors. (You may wish to rent a tent.)
4. An off-duty New Franklin Police Officer must be hired for security for all events over 75 people.
5. Available Hours:

Mondays through Thursdays	(2:00 PM – 10:00 PM)
Fridays	(2:00 PM – 11:00 PM)
Sundays	(10:00 AM – 10:00 PM)
6. **Champagne punch is the ONLY alcoholic beverage permitted.** No champagne fountains are permitted on carpeted areas.
7. **SMOKING IS NOT PERMITTED IN THE BUILDING.**
8. The Franklin Park Civic Center and grounds is a **DRUG-FREE** environment.
9. **Absolutely NOTHING (tape, staples, fun-tac, nails, etc.) is to be placed on walls, lights or woodwork for displays or decorations.**
10. Candles may be used for decoration purposes indoors, but must remain **unlit**.
11. **Rice, birdseed and metallic confetti are NOT permitted.**

12. Rental includes use of the patio and grounds; the first floor, consisting of the foyer, large kitchen, living room, solarium, dining room, butler's pantry (small kitchen,) breakfast room, and hallway to the kitchen and restroom; and the basement, consisting of the stairs, hallway and meeting room. Restrooms are located on the first floor and in the basement. If the rental is for a wedding, dressing rooms for the bride and groom are provided **at no extra charge**.
13. You may use available tables and chairs at no extra charge. It is your responsibility to set up, take down, and put tables and chairs away in designated areas.
14. Music cut-off time, outdoors, is 10:00 PM.
15. Parking is not permitted along the driveway or on the grass of the Civic Center grounds. Cars will be towed at the owner's expense. Additional parking is available in the Portage Lakes State Park, adjacent to the Civic Center.
16. **Food may be SERVED, but cannot be prepared on the premises. THE CIVIC CENTER HAS A SERVING LICENSE ONLY. PLEASE ADVISE YOUR CATERER.**
17. When using the large kitchen, you are permitted to use the sink, stove and counters. When using the small kitchen (butler's pantry,) you are permitted to use the sink, refrigerator and counters. You are NOT permitted to use the coffee pots, dishes or contents of the cupboards and drawers in either kitchen.
18. The desk, organ and piano, as well as pictures and plants, are not to be moved. If furniture is moved, return it to its original setting.
19. Clean-up includes:
 - A. Bagging, tying and removing all trash (including restrooms and dressing rooms) to the dumpster, located at the rear of the house.
 - B. Washing all floors and sweeping all carpets of rooms rented. (This includes all areas mentioned in #12 above.)
 - C. Washing off all tables and chairs.
 - D. Placement of tables and chairs:
 - a. Solarium: Place two 8' tables, 20 chairs and ten card tables as designated.
 - b. Dining Room: Place two 8' tables with eight chairs around each.
 - c. Basement: Place all remaining card tables and chairs.
 - E. Washing off counters and sinks in large kitchen and butler's pantry (small kitchen.)
 - F. Emptying and washing out refrigerator and freezer.
 - G. Cleaning patio.

20. You are not permitted to dump ice or coffee on the lawn. Instead, ice chests must be emptied on the concrete by the garage and hot coffee from coffee urns must be poured down the butler's pantry sink only.
21. You must furnish your own trash bags (lawn & leaf or 55 gallon,) paper towels, dishcloths, dish detergent, extension cords, 3-prong adapter plugs, can opener, etc.
22. Cleaning supplies, as well as a sweeper and broom, are located in the foyer closet by the front door. Additional supplies can be found in the tall closet beside the refrigerator, in the butler's pantry.
23. You must guarantee supervision of your guests to prevent property damage and to ensure that no one enters areas posted, "NO ADMITTANCE."
24. The renter shall save harmless and indemnify the Franklin Park Civic Center and the City of New Franklin by any reason of any allegation of liability for bodily injury, illness, death, or any damage or loss arising out of any act or omission on the part of the Franklin Park Civic Center Commission, the City of New Franklin, its staff, employees, agents, subtenants, licensees or assignees.
25. You are liable to pay for any damages which occur to the premises, its contents and grounds in excess of the security deposit, during the rental period.
26. You are liable for items rented from rental companies. All deliveries prior to your rental must be approved by, and scheduled with, the Caretaker. These items must be removed from the Civic Center property by the end of your scheduled rental time, unless other specific arrangements are made with the Caretaker
27. **Please allow forty-five (45) days from the date of your event for your security deposit to be returned, if applicable.**

I/We agree to comply with the terms of the Rental Agreement and I/we will use the facility consistent with the information provided on the attached Application.

I/We agree that I/we, our guests, caterers, photographers, florists, outside contractors, and all other persons in or on the premises of the Franklin Park Civic Center during the course of my/our rental period, will comply with all of the above rules; and, furthermore, **I/we understand that failure of any of the above parties to comply will result in forfeiture of the security deposit.**

Signature of Renter	Date
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Signature of Renter	Date
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Signature of Caretaker	Date
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Franklin Park Civic Center

SECURITY AGREEMENT

Name(s) of Renters: _____

Address(es): _____

Telephone Number(s): _____

Nature of Proposed Use: _____

Date Requested: _____, 20_____

*Hours Officer Requested: _____ AM/PM to _____ AM/PM

NOTE: *The hours of the event and the hours of the rental might not be the same.

1. An off-duty City of New Franklin Police Officer must be hired to provide security (3-hour minimum) for any event over 75 people.
2. The officer is to be present beginning one hour prior to the event, to the end of the event.
3. The officer may check the premises, both inside and outside, during the scheduled rental period.
4. The City of New Franklin Police Department must be called two weeks prior to the event, to schedule an officer. Telephone (330) 882-3281.
5. The renter(s) is/are responsible for paying the officer directly, upon arrival, the date of the scheduled event.

I/We agree to comply with the above rules, in addition to those stated in our Rental Agreement.

Signature of Renter

Date

Signature of Renter

Date

Signature of Caretaker

Date