HARTVILLE MEMORIAL PARK
Closed & Open Shelter

The shelters are available for rental each year between Memorial Day weekend and the second weekend in October. Your reservation is not confirmed until payment has been made and a receipt issued.

To reserve the Closed or Open Shelter at Hartville Memorial Park, please complete the attached rental agreement and return it with a check payable to the Village of Hartville, 202 W. Maple Street, Hartville, Ohio 44632.

You may pay online at www.hartvilleoh.com. On the homepage you will see a section highlighted that says the "Village of Hartville now accepts online credit card payments". Click: Permits / Permit Type – Click Other, then on the Permit # line put Park Shelter.

Rental Rates:

Closed shelter: $125 per day plus a $100 Deposit
$100 per day for Village Residents plus a $100 Deposit and Non-Profit Service Organizations.

Open shelter: $ 50 per day.

Security Deposit: The Closed shelter has a $100 deposit fee that is refundable as long as there are no damages to the shelter and if all aspects of the contract are met. If they are met, the Village will refund any amount in excess of the repairs. If the repairs are greater than the deposit, the Village will retain it and charge the Lessee the total amount of damages in excess of the security deposit.

Deposit refunds may take up to three weeks after rental date to receive.

Cancellations: Cancellations must be made 10 days prior to the rental date. Failure to provide this notice will result in forfeiture of funds on deposit with the Village.

PARK SHELTERS

Closed Shelter Details:

**Building Capacity is 128 people.
**Shelter will be opened 30 minutes before scheduled time.
**Shelter has electricity, running water, stove, refrigerator and (2) restrooms.
**Paper towels and toilet paper are provided.
Shelter has 3 - (10 ft.) picnic tables, 8 - (8 ft.) folding tables, 6 – shorter tables along the wall, and 92 folding chairs. (Return tables & chairs to their original positions.)**

Open Shelter Details:

**Shelter has 10 - (8 ft.) picnic tables.
**Shelter has an electrical outlet and a water spigot that will be turned on during the time of rental.
**Shelter has two open grills that can be used as long as they are cleaned before departure.
**Restrooms in Park will be unlocked during the time of rental.
**Notify the Village Hall if you need light bulbs put in – only if you are renting the shelter after 4 p.m.

Additional Notes:

Please bring your rental receipt with you to the shelter to eliminate any question of your right to be there using the facility.
Three (3) trash bags will be provided for your use (bring additional, if necessary).
ALL trash must be cleaned up!

General Shelter Rules:

**Deposit all trash in the proper containers.
**Fireworks, alcoholic beverages, drugs, raffles, and games of chance is prohibited.
**Children must be supervised by responsible adults.
**Decorations—No staples, tacks, screws or nails are to be used anywhere in the shelter. Sting, rope and tape are acceptable for decorations as long as it is taken down afterwards.
**NO Confetti, silly string, glitter and/or similar decorations are to be used.
**Please return tables & chairs to their original positions before leaving.
**Cleanup is the responsibility of the Licensee. Clean up procedures required include: 1) All trash (food, cups, plates, paper, tablecloths, bottles, balloons (no water), decorations, etc.) must be bagged and placed in the trash receptacles/bags provided by the village. All tables to be wiped down and floors swept.
**The park grounds must be cleared of litter.

RENTAL AGREEMENT

HARTVILLE MEMORIAL PARK
335 Parklane Drive SW
Hartville, OH 44632
Phone 330-877-9222
After Hours Phone 330-433-3140
Police Department 330-877-2500

Name of Licensee (individual or organization representative):			
Address:			
Daytime Telephone:		Evening Telephone:	
Date of rental:		From:	To:
Shelter you wish to reserve: _____ Open Shelter _____ Light bulbs? (Only if rented after 4 p.m.) _____ Closed Shelter		Date deposit received:	
Village of Hartville Resident? (Proof of residency is required)		Non-profit service organization?	

Terms of use of the Hartville Memorial Park Shelters:

1. **Fees and Cancellations.** The rental fee plus the security deposit must be paid upon signing this agreement. Cancellations must be made 10 days before the rental date. Failure to cancel by that time will result in forfeiture of funds on deposit with the Village.

2. **Hours of Operations and Conduct of Event.** The Closed Shelter will be available from 8:00 a.m. until 11:00 p.m. on the day of rental. If renting the closed shelter, **please make sure the door is locked once you leave for the day/night.** The shelter is your responsibility during the times that you have it rented for.

   The Open Shelter will be available from 8:00 a.m. to 8:00 p.m. on the day of rental. All activities must be orderly and in compliance with the Village ordinances and state statutes.

3. **Damages and Security Deposit.** Lessee will be solely responsible for the cleanup of the shelter as well as any damages to the shelter that occur during use, other than ordinary wear and tear. Upon termination of the rental, the Village will inspect the shelter for the cleanup and/or damages and will refund the security deposit remaining after this reduction for the cost of any actual damages to the shelter. The Village will charge the Lessee for any damages above the security deposits. **Please note that the refund may take up to three weeks to receive after day of rental.**

4. **Hold Harmless.** The Lessee agrees that it will indemnify the Village and its employees from any claims and legal proceedings brought against it resulting from the lessee's use of the shelter.

I have read and agree to the terms of this agreement.

_____ _____
Lessee Date