

Contact:
Sandy Schaffner
310 Market St.
Rockford, OH 45882
419-363-3872

Rockford Community Building
420 Holly Lane
Rental Rates, Conditions, and Indemnification Agreement
as of 01/01/09

Weddings	\$650.00
Hall available from Friday noon through Sunday 9:00 am for weekend weddings	
Fundraiser Events	
Five percent (5%) of gross receipts with a Maximum of \$400.00	
Other Events	
Up to Four hours hall use (including setup, Activity, and clean up)	\$100.00
Four to eight hours hall use (including setup, Activity, and clean up)	\$175.00
Full day (over eight hours)	\$250.00
Additional Days	
For any type event, the charge for each Additional day is	\$150.00
Kitchen	
Use of kitchen may be added to any of the above rentals for one flat fee of	\$ 75.00
Cleaning and damage fee	\$ 75.00
<u>Basic cleaning and trash removal is required.</u>	

Deadlines: Dates will be held for seven days upon request. \$100.00 payment must be made by the seventh day of request to guarantee the date and times requested. This \$100.00 is refundable up to 90 days prior to the scheduled event if the event is cancelled. Full payment is due 30 days prior to scheduled rental date.

Damages: No decorations or equipment are to be attached to or leaned against walls or ceilings without prior arrangement with the Shanes Park Board of Trustees. Damage to equipment, the structure, landscaping, parking areas, restrooms, kitchen or any part of the facility to excess of \$75.00 is the liability of the party or parties renting the facility.

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 facilities.

Type of rental _____ Rental fee \$ _____

Date of rental _____ First payment due date _____

WE AGREE TO THE TERMS, CONDITIONS, INDEMNIFICATION STATED ABOVE

Signature for the renters:

Address: _____ Date: _____

Telephone: _____