



Park Pavilion Rental Agreement & Permit

Munson Township

12210 Auburn Road, Chardon, OH 44024-9454
Phone 440.286.9255 ❖ Fax 440.286.1180

Office Use Only:

App. Cal.
Sprd. Sht.
Call

Munson Township Park – 12641 Bass Lake Rd.

Scenic River Retreat – 10900 Mayfield Rd.

Emmons Pavilion

Pavilion No. 2

Pavilion

Event/Purpose: _____

Date of Event: _____ Time: _____ Approx. # of People _____

FEES: **Pavilion:** (Res \$25) (Non-Res \$50) **Security Deposit:** (\$25) Alcohol (\$250)

Request fee waiver/reduction Non-profit

PAYMENT: Amount \$ _____ Check # _____ Cash _____ Date Rec'd _____

The undersigned Lessee, _____, agrees to rent the Munson Township Park Pavilion Shelter for the above purpose and at the time, location, and for the fee indicated. Lessee agrees to pay the fee upon signature below and acknowledges that the same is nonrefundable unless cancellation is made more than seven (7) days prior to the event, and that this rental agreement is not effective until such fee, together with any other amount payable to Munson Township, is received by the Township.

Security Deposit – In addition to the rental fee, Lessee agrees to pay a security deposit in the amount of \$25 if no alcohol is to be served. When alcohol is served, a security deposit of \$250 is required. Trustees may also require a special one-day liquor permit and/or insurance in the amount of \$500,000 in which the policy names Munson Township as an additional insured. In the event no damages are incurred to the premises or township, said deposit shall be refunded within 30 days. If there is damage incurred as a result of the function, Lessee shall be liable for any and all costs relating to the damage.

Additional Provisions

- (1) Lessee, Lessee's guests, patrons, customers or agents will at all times abide by the policies and regulations of the township regarding use of the premises. Receipt of a copy thereof is hereby acknowledged by Lessee.
- (2) Lessee agrees that if the park pavilion shelter is for any reason not available or suitable for use or occupancy on the function date, due to the orders, policies, or requirements of any public body, authority or agency (other than Munson Township officials) exercising jurisdiction over the premises, then this agreement shall be null and void, and all amounts deposited shall be refunded to Lessee and neither party shall be entitled to maintain any action against the other.
- (3) Lessee shall be responsible for cleanup.

Lessee's Name _____

Lessee's Address _____

Lessee's Phone Numbers: Daytime _____ Evening _____

I acknowledge responsibility and absolve Munson Township and its Trustees of all liability relating to the subject of this Rental Agreement.

Lessee's Signature _____ Date _____

Township Representative Signature _____ Date Approved _____

This permit has been issued to the above Lessee for use of this pavilion on the indicated date. If you are using this pavilion without a permit you must vacate the pavilion upon the permit holder's arrival.

Munson Township Pavilion Rental Policies & Regulations

Effective April 28, 2015

PLEASE READ CAREFULLY - These policies and regulations are part of your rental agreement

Rental Agreements are required by all parties using Munson Township Facilities. All events must schedule date, time, type of activity, hours to be utilized and number of people to participate in the event. Reservations for pavilions can be made four (4) months in advance. No rental agreement or date is effective until the signed agreement is returned with the appropriate fees and deposits. All organizations except official Munson Township bodies are required to complete a rental agreement. A copy of the approved permit will be mailed to you and should be with you the day of your event.

Private functions such as weddings and anniversary celebrations, birthdays, reunions, showers, graduations, etc. will be charged a rental fee. A security deposit will be required and is not included in the rental fee. To qualify as a resident the host must reside in Munson Township.

Rental fees and security deposits may be waived in part or in their entirety by the Trustees for organizations. Organizations may include, but are not limited to, the following: educational institutions, not-for-profit organizations, youth organizations, homeowner's associations operating under by-laws and including fifteen (15) or more homes, senior citizens, etc. Township Trustees have full discretion regarding waiver of any applicable fees. A refundable security deposit may be required for certain functions. Only one meeting or event per month is allowed per civic organization unless otherwise authorized by the Trustees. No continual commitment will be made to an individual or organization.

It shall be the policy of the Munson Township Board of Trustees not to rent the pavilion for commercial purposes. The facilities are to be used for nonprofit functions, community organizations as determined by the Trustees (see above), and Munson Township residents.

The Lessee shall abide by all instructions and directives of township officials or park board members to include the following:

1. Lessee shall be responsible for cleanup. Place all garbage in the proper containers. Make sure the area around the pavilion, i.e. bushes, grills, restrooms, are free of garbage.
2. Park in designated areas only. The Munson Township Park has space for approximately 125 cars. Scenic River Retreat has approximately 35 parking spaces.
3. The Lessee is responsible for turning the lights off in the pavilion.
4. Functions are to be concluded and premises vacated by 11:00pm.

If you encounter any problems, please call the township at:

Munson Town Hall, 9am – 3pm weekdays 440.286.9255
After hours – Trustee Andy Bushman 440.669.2483
Park Asst. - Kristy Bluemmel 440.563.6462

Munson Township cannot control the actions of others or forces of nature that may occur prior to any event.

Please leave the pavilion neat and clean so that others may enjoy it as well. Thank you.