



RENTAL FACILITY CONTRACT

This contract for the rental of a venue is made this day, _____, by and between **Millersport Sweet Corn Festival, Inc.** hereafter referred to as the Owner, and _____, hereafter referred to as the Renter.

Cell # _____ Email Address _____
(if no cell, enter Phone #)

Mailing Address _____

City _____ Zip _____ Contact Person _____

Type of Event _____ Estimated Attendance _____

Onsite Coordinator _____ Cell # _____
(if no cell, enter Phone #)

Date of Event ___/___/___ Hours: ___ to ___ (rental is midnight-midnight)

Set-up times are from _____ to _____. () Day of Event or () Day Prior
(if not indicated, we assume day of event.)

Down payment of \$150.00 () Cash or () Check # _____ **Facilities are not secured (or reserved) until down-payment is made and contract is received within 7 days of booking the facility.**
(Note: The down payment of \$150 will be deducted from your total amount due. Down payment is **not** refundable)

Rental of \$_____.00 () Cash or () Check # _____ **Due 30 days prior to event.**

Total due \$_____.00 Facility contact number 740-467-3639.

PAYMENT OPTIONS

If paying by check, mail to: Amy Amspaugh, Rental Agreement, 10071 Millersport Rd NE, Millersport, Ohio
If paying with cash, contract Amy Amspaugh to arrange for payment. If paying through PayPal or with Credit Card, use the convenient on-line Payment Pay Now button. Note: a \$5 fee has been added to the payment options to cover the cost of using PayPal or credit cards.

Mark the facilities and equipment to be reserved for your use:

Facility	Size	Seating Capacity	Prices
Main Banquet Facility (incl Kitchen)	3350 sq. ft.	224	\$300
SCF Office Banquet Hall	726 sq. ft.	75	\$100

Note: Alcoholic beverages are allowed within these hall facilities but cannot be taken outside in the park or within any facility you do not have rented. We reserve the right to move groups under 50 attendees to the smaller facility if an emergency should arise.

Banquet Hall Facility Equipment	# needed
Chairs	*
Tables	*
Podium	
PA System	
Remove Lions Banners?	

*Table & Chair setup is by your own group.

Festival Grounds Facilities	# of Guests	Prices
Entertainment Pavilion		**
Founders' Commons Stage		**
Hickory Grove Bandstand		**
Heritage Village Tour		**
Charles Holliday Covered Bridge		**
Restroom Building		**
Shelter House		No Chrg
Other		**

Festival Grounds Equipment	# needed	Prices
Rent Picnic Tables off grounds		\$10 ea.
Picnic Table for Event		**
Bleachers		**
Trash Cans		n/a
Other		**

**Pricing for the Festival Grounds facilities is dependent on type of planned event as well as equipment needed.

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All facilities and/or equipment included with the facilities will be returned to the SWEET CORN FESTIVAL, INC. in the **same condition** as when the renter received it. If the condition is **not** the same and/or terms of agreement are **not** followed, you will be responsible for paying the fair market value of the damaged, lost or misused facility and/or equipment.

Sub-contracting facilities/equipment to another group or person is not permitted. All federal, state, county, township and municipal laws must be adhered to at all times. **The SWEET CORN FESTIVAL, INC. and the MILLERSPORT LIONS CLUB cannot be held responsible or liable for any personal injuries, deaths, lost damaged or stolen property while the leaseholder is using the rented facility.**

Terms of Agreement

The person who signed this contract is responsible for the following:

1. The basic rule is that you leave the building in the same condition as when you came in. Tables and chairs cleaned and returned the original locations.
2. There is not to be any tape, staples, nails or tacks used on walls or ceilings.
Please use command strips or fun tack.
3. All spills must be cleaned up at once.
4. Facility should be left in condition as found. Remove any command strips or fun tack used (see item 1.) All trash must be cleaned up and disposed of properly in the outside dumpster. No grease is to be poured down drains.
5. Conducting **Gambling or Games of Chance for money** such as Poker, Texas Poker, Dice, Euchre, or Bingo while renting any of the facilities is strictly **prohibited**. Friendly games of cards, Euchre, or Bingo for fun or small prizes while renting any of the facilities are allowed. The property may **not** be rented for **Political Fundraisers or Rallies of any type**.
6. Cancellation of this agreement must be made no less than 30 days prior to the event in order to receive a full refund. Amy Amspaugh, Festival Secretary, must agree upon any cancellation less than 30 days prior to the event.
7. Please respect our neighbors and keep the noise down. Those renting the Banquet facilities must keep the doors shut at all times.
8. During the event, please limit activity to the area rented. **Participants are requested not to occupy other parts of the festival grounds.**
9. There is no smoking allowed in any building per State law. Smokers should go outside to smoke.
10. There are no alcohol beverages allowed on premises other than within the banquet hall being rented.
11. The parking lot is for vehicles during the hours of the event.
12. No grills, deep fryers or fireworks are permitted in any building.

I acknowledge that I have read and agree to all terms of the rental agreement.

Signature of Renter

Amy Amspaugh, Secretary, Sweet Corn Festival, Inc.
scfsecretary@yahoo.com 740-467-3639