



MUHLHAUSER BARN RENTAL AGREEMENT

Reservations for the Muhlhauser Barn and Moerlein Gazebo at Beckett Park must be made through West Chester Township, Ohio at 9113 Cincinnati-Dayton Road, West Chester, OH, 45069.

The Muhlhauser Barn and Moerlein Gazebo are available for rent April 1st through November 15th of each calendar year.

Rental/use of the facility is exclusively for the one date stated on the Rental Agreement, additional set-up or clean-up time is NOT permitted as part of the rental. All set-up and clean-up must be completed by midnight on the day of your event.

West Chester Township reserves the right to grant or refuse rental to anyone, or to terminate rentals at its discretion.

Rental rates

- Private Event Rentals
 - Friday, Saturday, or Sunday
 - Hours: 10:00 a.m. – midnight
 - Rate: \$2,000
- Limited Weekday Rentals – corporate and non-profit gatherings only.
 - Please email barn@westchesteroh.org for weekday availability and rates
- Rental rates include use of the facility during times above and post event-cleaning service as outlined in this agreement.
- A first payment of \$1,000.00 is required to reserve your event date. \$100 is non-refundable.
- A \$500 security deposit will be pre-authorized on provided credit card within 14 days of rental date. The security deposit is refunded only if all conditions of rental are met and renter-required facility cleaning is completed as outlined in this agreement.

Refund policy

Refund requests must be made in writing (email is acceptable). Refund requests are to be emailed to barn@westchesteroh.org or mailed to: West Chester Township, Muhlhauser Barn Rental, 9113 Cincinnati-Dayton Road, West Chester, OH 45069.

Refunds are issued monthly and will be processed in the following manner:

- \$100 of deposit is non-refundable
- 90 days or more prior to event - Full refund of fees paid, minus \$100
- Less than 90 days prior to event - 50% refund of fees paid, minus \$100

A complete application and 50% of full payment are required at time of reservation. The reservation is considered binding only when West Chester Township has issued a rental permit/agreement and the Lessee(s) has paid a 50% of total fee.

*All information below is required.

Rental date requested: _____

Activities
Planned/Purpose: _____

Renters Information

Name: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____

Email: _____

Alternate Contact:

Name: _____

Phone: _____

Email: _____

All renters are required to abide by the rules and regulations set forth in this Rental Agreement and assume responsibility for the appearance and condition of the rented facility. Renters must adhere to all occupancy regulations:

Rental & Usage Guidelines

Please initial after reading each line:

_____ Renter(s) may not solicit funds for private gain. Renter(s) is not permitted to solicit any individuals or groups using the facility other than members of their own party.

_____ The Muhlhauser Barn is neither heated nor air conditioned. West Chester Township cannot guarantee the temperature of the facility. Ceilings fans and fireplace are intended for aesthetics only and should not be considered temperature control. Renter (s) may use additional fans, portable air-conditioning units (not venting to the outdoors) or electric heaters.

_____ The Muhlhauser Barn does not have commercially rated electric service. Renter(s) is provided with an electrical "map" of circuits. Renter(s) is responsible for managing the use of these outlets and "tripping" of fuses may result in added charges if West Chester Township personnel are required to make repair.

_____ All facilities are **SMOKE FREE**. No smoking on the deck or within 50 feet of any entrance or exit door.

_____ The rental fee includes 26 round tables, seven rectangular tables and 225 chairs. Tables and chairs provided must remain in the Barn, and are NOT to be taken outside.

_____ Grills are permitted only in designated areas (circle at top of drive). Grease drippings from grills must be collected and disposed of in a sealed container.

_____ **Decorations:** Renter(s) may not attach any fixtures, change, alter or make additions to the walls, doors, windows, floors or ceilings of the rented facility. **Candles** may be used ONLY if they are enclosed within a holder made of non-flammable materials.

_____ **Restricted items:** No smoke effects, fog machines, explosives, sparklers, inflatables, sky lantern fire balloons, or pyrotechnics are permitted in or around the facility. Balloons, rice and confetti are prohibited; please use birdseed outside.

_____ Activities **NOT** permitted in the park, and therefore at the Barn, include: hot air balloons may not take off or land on Township property, hunting, hitting golf balls, paintball and/or air soft guns, skateboarding, operation of gas-powered remote-control models, loud music or noise, automotive repair or the storing of vehicles, bounce houses and/or inflatable amusements.

_____ Tents are not permitted for private events.
Digging or spiking of grounds is not permitted.

_____ The use of a horse and carriage, petting zoo animals or any other types of animals as part of the rental of a facility must be approved by the West Chester Township designee. Proof of insurance may be required.

_____ No pets permitted inside the Barn, except service animals.

Alcohol: The Township assumes no duty of supervision in the provision of alcoholic beverages and the applicant agrees to hold the Township, it's agents and employees, harmless, fully indemnify and assumes any and all host liability or other liability to guests, invitees, relatives, friends or third parties who may be injured directly and proximately by the provision of alcoholic beverages, of any sort whatsoever, whether for profit, not for profit, or purely such reasons whether the same result from intoxication or are contributed to by intoxication.

- _____ 1. Alcohol is only permitted to be served to guests or attendees of the event.
Underage consumption of alcohol is prohibited.

_____ Renters may reschedule their reserved date one time and only if it is more than 90 days before their rental. Additional reschedules of the date will not be permitted. If a renter wants to reschedule with less than 90 days until their rental, they will be charged an additional deposit.

_____ Post event cleaning: The renter is responsible for removing all trash, decorations, personal items and rental equipment from the Muhlhauser Barn at the conclusion of the rental period. A dumpster is available in the parking area.

_____ The individual signing this rental agreement must be at least 21 years of age and is responsible for the conduct of the organization/guests/group.

_____ I/We have received a copy of the following: (please initial)

_____ Rental Guidelines

_____ Rental Fee and Refund Policy

The individual signing this rental agreement must be at least 21 years of age and is responsible for organizations/groups conduct, respect for the facility and adherence to the rules and guidelines for use of the facility including not allowing township owned tables and chairs outside of the facility.

The individual signing the rental agreement agrees to be fully responsible for all damages, expenses, and losses, including theft and property loss caused by any person who attends, participates in, or provides goods and services connected with the use of the facility and all tangible property. Any such costs will be assessed and charged to the Renter(s).

_____	_____	_____	_____
Renter's Signature	Date	West Chester Township Representative	Date

Please mail completed form and payment to:

West Chester Township Administration
ATTN: Muhlhauser Barn
9113 Cincinnati-Dayton Road
West Chester, OH 45069

OR email to:

barn@westchesteroh.org

Please make checks payable to: West Chester Township.

Credit card payments accepted by phone at (513) 759-3960. VISA and MASTERCARD accepted.

SECURITY DEPOSIT

Rental of Muhlhauser Barn requires an advance security deposit of \$500 per day that will be authorized within 14 days of your rental date. The security deposit will be refunded only if all conditions of rental are met and the facility is cleaned in the manner outlined in the rental agreement upon departure. **All** rules and guidelines agreed upon in the rental agreement must be followed, including (not an inclusive list):

- Rental hours are from 10:00 a.m. to midnight on Fridays, Saturdays and Sundays. Renters are not to enter the facility before or after the rental hours.
- Remove all **trash**, decorations, personal items and rental equipment and clean up all spills and debris from floor and tables at the conclusion of the rental period
- All provided tables and chairs are for indoor use only and are not to be taken outside.

Security Deposit Information:

Circle One: VISA MASTERCARD

Card number: _____

Name on Credit Card: _____

Billing Zip Code: _____

Phone: _____

Expiration Date (must be valid on rental date): _____

VPIN#: _____(3 digits on back of card)

The individual signing this agreement must be at least 21 years of age and is responsible for organizations/groups conduct, respect for the facility and adherence to the rules and guidelines for use of the facility.

Please Initial:

_____: I understand that my credit card will be charged a \$500.00 security deposit (per rental day) within 14 days of my rental date and will only be refunded after my rental if all rules and guidelines listed in the rental agreement are followed **and** no damage is incurred as a result of my rental of Muhlhauser Barn. If the security deposit payment is declined, my facility rental is subject to cancellation.

I, _____ hereby authorize West Chester Township to charge credit card provided above for \$500.00 as a security deposit for rental of Muhlhauser Barn. I understand my security deposit will only be refunded if the facility is left clean and damage-free and all signed rules are followed. I understand that if damage is greater than \$500.00, I will be notified and assessed for further costs incurred by West Chester Township to repair damage.

Renter's Signature

Date

