

Gathering Grove Recreation Center (GGRC) User Agreement

Reservation Policy

- The GGRC is available for use by individuals, families, organizations, businesses, and governmental agencies for weddings, receptions, reunions, graduations, special events, and other get-togethers on a first-come, first-served basis.
- A reservation deposit and security deposit, totaling thirty percent (30%) of the rental fee, are due at the time of booking to secure the event date. The specific amount allocated to each deposit shall be determined according to the Village of Greenwich's current GGRC Rental Fee Schedule and shall be based on the portion of the facility being rented (Hall, Gymnasium, or Entire Building).
- The remaining rental balance shall be paid in full **no later than thirty (30) days prior to the event date.**
- Failure to pay all required fees by the applicable deadline may result in cancellation of the reservation without refund.
- The Village of Greenwich reserves the right to refuse the use of the GGRC for any event deemed a potential hazard to the facility, public safety, or not in the best interests of the Village of Greenwich or the general public.

Cancellation Policy

- Reservations canceled within thirty (30) days of the booking date shall receive a full refund of all amounts paid.
- After thirty (30) days from the booking date, the reservation deposit becomes non-refundable.
- If the Village of Greenwich cancels a reservation due to circumstances beyond the renter's control, all monies paid shall be refunded.

Security Deposit

- A refundable security deposit shall be required for all rentals. The applicable security deposit amount shall be determined according to the Village of Greenwich's current GGRC Rental Fee Schedule and shall be based upon the portion of the facility being rented (Hall, Gymnasium, or Entire Building).
- The security deposit shall be paid in full, along with the reservation deposit, at the time of booking.
- The security deposit will be returned following inspection of the facility, less any deductions for damages, excessive cleaning, missing property, unpaid fees, or violations of this Agreement.
- The Village shall determine the amount withheld, if any, based upon the actual cost of repair, replacement, cleaning, or remediation. If damages or costs exceed the security deposit amount, the renter shall remain responsible for the balance due.

Capacity

- Occupancy shall not exceed:
 - 150 persons in the Hall
 - 350 persons in the Gym
- The renter is responsible for ensuring compliance with all occupancy limits.

Alcohol Policy & Insurance Requirements

The use, possession, and consumption of alcoholic beverages at Gathering Grove Recreation Center is permitted only with prior approval and in compliance with all applicable federal, state, and local laws and regulations.

An additional Alcohol Use Fee of Two Hundred Fifty Dollars (\$250.00) shall be charged for any event at which alcoholic beverages will be possessed, served, or consumed on the premises. The Alcohol Use Fee shall be paid no later than thirty (30) days prior to the event date and is non-refundable.

The renter shall provide proof of Special Event Liability Insurance, including Host Liquor Liability Coverage when alcohol is served. The Village of Greenwich, Ohio, owner of Gathering Grove Recreation Center, shall be named as an Additional Insured on the policy.

The insurance policy shall provide minimum liability limits of One Million Dollars (\$1,000,000) per occurrence.

A Certificate of Insurance evidencing the required coverage and Additional Insured status shall be submitted to the Village **no later than thirty (30) days prior to the event date**.

No alcohol may be served, possessed, or consumed on the premises unless the required insurance documentation has been submitted and approved by the Village.

Failure to provide required insurance documentation by the stated deadline may result in cancellation of the reservation, forfeiture of deposits, and denial of alcohol privileges.

If alcoholic beverages are sold, provided by a licensed vendor, included with admission, or otherwise require a permit under Ohio law, the renter shall ensure that all required permits are obtained and that the vendor maintains appropriate liquor liability insurance. Proof of such insurance shall be provided upon request.

Alcohol may only be served to individuals twenty-one (21) years of age or older. The renter is responsible for ensuring compliance with all applicable laws regarding the possession, service, and consumption of alcoholic beverages.

The Village reserves the right to require security personnel or law enforcement presence for events where alcohol will be served if deemed necessary for public safety.

Failure to comply with these requirements may result in cancellation of the reservation, denial of alcohol privileges, forfeiture of deposits, and/or termination of the event.

Entry to GGRC

- A building access code or key will be provided during business hours on the day prior to the event.
- Event rentals reserve the day of the event. Access to the building is permitted beginning at 6:00 a.m. on the event date and all occupants must vacate the premises no later than 2:00 a.m. the following morning.
- If the building has not been reserved by another party, arrangements may be made for decorating the evening before the event and/or cleanup the morning after.
- Renters wishing to guarantee additional decorating or cleanup time must reserve the facility at a rate of \$100 per hour or the applicable daily rental rate for any use exceeding four (4) hours.

Cleaning Requirements

- Users are required to leave the GGRC in a clean and orderly condition.
- Failure to properly clean the facility may result in a cleaning fee of \$50.00 or the actual cost of cleaning, whichever is greater, in addition to the loss of future rental privileges.
- Cleaning Requirements:
 - Tables and chairs shall be folded, placed on storage racks, and returned to the utility/storage room.
 - Floors shall be swept and all spills cleaned.
 - Countertops shall be wiped clean.
 - Trash shall be bagged and placed in the dumpster located _____.
 - The thermostat shall be set to _____ prior to departure.
 - All personal property, decorations, food, beverages, and supplies shall be removed.
- For renter convenience, cleaning supplies are available in the utility/storage room.

Damage to Property

- The renter shall be responsible for any damage to the building, grounds, furnishings, fixtures, equipment, or other Village property occurring during the rental period, including damage caused by guests, vendors, contractors, invitees, or any person attending the event.
- The renter shall promptly reimburse the Village for repair or replacement costs exceeding the security deposit amount.

Vendors

- The renter is responsible for ensuring that all vendors, contractors, caterers, entertainers, bartenders, decorators, and service providers comply with this agreement and all applicable laws and regulations.

Emergency Contact Information

- If a problem arises during regular business hours, contact the Village Office at (419) 752-2441.
- If a problem arises outside regular business hours, contact the Greenwich Police Department non-emergency line at (419) 752-5701.

Indemnification

The renter agrees to indemnify, defend, and hold harmless the Village of Greenwich, its elected officials, officers, employees, volunteers, agents, and representatives from and against any and all claims, demands, damages, losses, liabilities, judgments, costs, expenses, attorney fees, and court costs arising out of or related to the renter's use of GGRC, including but not limited to the actions of guests, invitees, vendors, contractors, and the possession, service, or consumption of alcoholic beverages.

The renter assumes full responsibility for the conduct and safety of all persons attending the event.

Acknowledgement

By signing below, the renter acknowledges that they have read, understand, and agree to comply with all terms and conditions of this Agreement.

Signature of Applicant: _____

Date: _____