



Muhlhauser Barn

Beckett Park
West Chester, OH 45069

MUHLHAUSER BARN 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. Phone is (513) 759-7301 - Monday through Friday 8:30 am to 4:30 pm.

The Muhlhauser Barn and Moerlein Gazebo are available for rent April 1st through November 15th of each calendar year. Rental of the facility is only for the one date stated on the Rental Agreement, additional set-up or clean-up time is NOT permitted as part of the rental. **Rental hours are between 8 a.m. and midnight.** All set-up and clean-up must be completed by midnight on the day of your event. Events must be kept to the reserved time period unless pre-authorized by the facility coordinator.

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

Rental rates

\$700.00 Mon-Thurs

\$ 1,000.00 Fri – Sun/Holidays

Rental rates include all day rental and post event cleaning service.

- A 50% rental deposit is required to reserve your event date, of which \$100 is non-refundable.
- A credit card number will be held as payment for potential damage suffered by the Barn during rental period or failure to meet the obligations for post-rental cleaning. Renter will be notified in advance of any resulting additional charges.
- Balance of payment is due 90 days prior to event.
- A 20% discount is offered to non-profit organizations (certificate of eligibility, i.e. 501c3, required). Call for rates and reservations.

Refund policy

Refund request must be made in writing (email is acceptable); date of postmark indicates refund to be given. Refund requests should be mailed to: West Chester Township, Muhlhauser Barn Rental, 9113 Cincinnati-Dayton Road, West Chester, OH 45069; or emailed to bwilson@westchesteroh.org.

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 percent deposit are required at time of reservation. The reservation is considered binding when West Chester Township has issued a rental permit/agreement and the Lessee(s) has paid a 50% deposit.



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Date Requested: _____ Time Requested: _____

Number of People: _____ Resident: _____ Non-Resident _____

Activities Planned: _____

Renters Information

Name: _____

Address: _____ City: _____ Zip: _____

Phone (home): _____ Work: _____ Cell: _____

Email: _____

Alternate Contact Person:

Phone: (home) _____ Work: _____ Cell: _____

Email: _____

All renters are expected to abide by the rules and regulations set forth in this Rental Agreement and to 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:

_____ Lessee may not solicit funds for private gain. Lessee(s) is not permitted to solicit any individuals or groups using the facility other than members of their own party. Lessee(s) may not charge admission to activities except for the benefit of a charity and when prior written approval is received from the Township.

_____ The Muhlhauser Barn is neither heated nor air conditioned. West Chester Township cannot guarantee the temperature of the facility. Ceiling fans and fireplace are intended for aesthetics only and should not be considered temperature control. Lessee 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. Lessee is provided with an electrical "map" of circuits. Lessee 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**. Please—no smoking on the deck or within 50 feet of any entrance or exit door.

_____ *The rental 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.*



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- _____ All food to be used at the Muhlhauser Barn must be prepared off site with the exception of outside grilling in designated areas. The Muhlhauser Barn kitchenette is to be used for staging, plating and organization only. Hot water or ice should not be disposed of on lawn areas.
- _____ Lessee(s) must leave facility clean and free of trash and hazardous materials. Any area not left in proper order and repair will be cleaned and repaired by West Chester Township staff as necessary and the Lessee agrees to be billed and shall be liable for any and all costs.
- _____ **Alcoholic Beverages:** The West Chester Township facilities are **NOT** licensed premises with the State of Ohio. Therefore, all alcoholic beverages sold on the premises must be purchased from a licensed catering service. **Alcoholic beverages ARE RESTRICTED TO THE MUHLHAUSER BARN AND DECK. ALCOHOL IS NOT PERMITTED ELSEWHERE IN THE PARK.** It is the Lessee(s) responsibility to be informed and familiar with state laws (which can be found online and to inform their guests of the rules and regulations. West Chester Township staff and West Chester Township police reserve the right to control any and all alcohol consumption. All alcoholic beverage service will end 30 minutes prior to the end of the event.
- _____ No firearms are permitted on the premises unless carried by an on-duty law enforcement officer.
- _____ All aisles leading to exit doors must remain clear and unobstructed so doors can be readily opened.
- _____ West Chester Township personnel and volunteers are not responsible for any materials or equipment brought to or used at the Lessee's function. All such items must be removed immediately following the renter's function.
- _____ Volume of music, PA systems and guests must comply with West Chester Township's Noise Ordinance (Resolution # 2000-30).
- _____ Games of chance may not be operated in the facility.
- _____ The Township makes no warranties to the Lessee(s) as to the fitness of the facility for a particular purpose and the Lessee(s) has contracted use of the facility after having the opportunity to examine the same and assumes full knowledge of the same.
- _____ West Chester Township staff will have access to any rented space during the rental period provided the activities of West Chester Township personnel do not unreasonably interfere with the authorized activities of the renters.
- _____ The Lessee(s) will not use West Chester Township and/or Trustees, Beckett Park, Muhlhauser Barn or Moerlein Gazebo name on any materials in a manner that implies West Chester Township and/or Trustees is a sponsor/co-sponsor or in any way affiliated with the renter's group. West Chester Township and/or Trustees, Beckett Park, Muhlhauser Barn or Moerlein Gazebo name may be used only for reference of event location unless a sponsorship or co-sponsorship agreement has been approved by the Township Administration.
- _____ The existing parking lot at Beckett Park holds up to 170 vehicles. Please note this is a public park and there may be other activities taking place at the same time as your event. Parking may be limited. Absolutely no vehicles are to be driven or parked on the grass or walkways.



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- _____ Grills are only permitted in designated areas (circle at top of drive). Grease drippings from grills must be collected and disposed of in a sealed container.
- _____ **Decorations:** Lessee(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 if they are enclosed within a holder made of non-flammable materials.
- _____ **Restricted items:** No smoke effects, fog machines, explosives, sky lantern fire balloons, or pyrotechnics are allowed 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. No digging or spiking of grounds.
- _____ 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.
- _____ Animal waste, straw or any other waste materials created as a result of the use of animals for a rental must be completely cleaned up and removed from the park. Animals hitched to carriages or wagons are required to have a suitable system in place to prevent excrement from landing on the ground.
- _____ No pets permitted inside the Barn, except service animals.
- _____ If Renter requires the facility for a wedding rehearsal prior to the rental date, the facility must be rented for the additional date per policy.
- _____ 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/group.
- _____ 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 Lessee(s).

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

_____ Rental Guidelines

_____ Rental Fee and Refund Policy

_____ Other (Explain) _____



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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 Lessee(s).

Renter's Signature

Date

West Chester Township Representative

Date

Please mail completed form and payment to:
West Chester Township Administration
Muhlhauser Barn
9113 Cincinnati-Dayton Road
West Chester, OH 45069

Please make checks payable to: West Chester Township.
Credit card payments accepted by phone at (513) 759-7301. VISA and MASTERCARD accepted.
Cash accepted in person M-F 9 AM – 4 PM at above address.



SECURITY DEPOSIT

Date Requested: _____

Rental Confirmation #: _____

Security Deposit Information:

Circle One: VISA MASTERCARD Card Number: _____

Name on Credit Card: _____ Phone: _____

Expiration Date: _____ VPIN#: _____ (3 Digits on back of card)

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.

Please Initial:

_____ I understand that my credit card will not be charged unless damages are incurred or excess cleaning is required at the conclusion of my rental of the Muhlhauser Barn.

I, _____, hereby authorize West Chester Township to charge credit card provided above for expenses up to \$250.00 for damages incurred to the Muhlhauser Barn and West Chester Township property during my rental of the Muhlhauser Barn. This includes additional cleaning costs resulting from my failure to complete those duties outlined in the use and guidelines for rental. I understand that I will be notified of charges and costs associated with damages and additional cleaning services and these expenses will be immediately charged to the credit card listed above.

Your reservation will be confirmed when your security deposit and rental agreement form have been received.

Renter's Signature

Date

Please mail completed form to:

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

VISA and MASTERCARD accepted.