



WEST CHESTER TOWNSHIP

9113 Cincinnati-Dayton Road
West Chester, OH 45069-3840

T | 513-759-3960
F | 513-779-9369
E | mdexter@westchesteroh.org
westchesteroh.org

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. Phone is (513) 759-3960 - 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/use 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. 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

- Weekend Rentals
 - Friday, Saturday, or Sunday
 - Hours: 10:00 a.m. - midnight
 - Rate: \$2,000
- Weekday Rentals
 - Please contact 513-759-3960 or mdexter@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 50% rental deposit is required to reserve your event date. \$100 is non-refundable.
- A \$500 security deposit will be charged 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 mdexter@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% deposit 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% deposit.

*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. Renter(s) may not charge admission or any other fees to those attending the event. Organizations hosting an event to benefit a charity must also complete a Community Event Application.

_____ 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.

All food to be used at the Muhlhauser Barn must be prepared off site with the exception of outside grilling in designated area. The Muhlhauser Barn kitchenette is to be used for staging, plating and organization only. Hot water or ice should not be disposed of on the lawn.

Renter(s) must leave facility clean and free of trash. Trash is to be taken to the facility dumpster (in the parking lot), all personal/rented items are to be removed, all trash and spills are to be cleared. Any area not left in proper order and repair will be cleaned and repaired by West Chester Township staff as necessary and the Renter 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 Renter(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 Renter's function. All such items must be removed immediately, the day of 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 Renter(s) as to the fitness of the facility for a particular purpose and the Renter(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 Renter(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.

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: 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, 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.

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.

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.

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/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 Renter(s).

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:

mdexter@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 that will be charged 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; 8 a.m. to 5 p.m. Monday-Thursday. 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: _____ Phone: _____

Expiration 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 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