

Village of Glendale  
30 Village Square  
Glendale, Ohio 45246  
(513) 771-7200 Office  
771-7318 Fax

## Village of Glendale, Ohio

### Town Hall Lease Agreement 80 E. Sharon Avenue Glendale, Ohio 45246

The Town Hall is leased to established residents of the Village of Glendale for the purpose of conducting reception functions. A fee of \$290 is charged for all rentals for a 24hr period. By signing this agreement, said resident agrees to the following:

- The Town Hall will, at no time, exceed posted capacity limits (300 persons).
- The Town Hall will be properly and completely cleaned after use.
- Chairs and tables will be returned to their original storage location.
- Damage to any property or furniture will be repaired or replaced at tenant's expense.
- Tenant will bag and remove all garbage from the premises or arrange a deposit location for the garbage with the custodian.
- Tenant will turn back all thermostats to 55 degrees when closing the building.
- Lights will be turned off when closing the building.
- No alcoholic beverages will be sold on the premises.
- No Liquor (other than beer) or cigarettes will be consumed on the premises.
- Functions or parties will be predominately attended by adults age 21 or above.
- Amplified music or sounds will not be played after 11:30 P.M.
- The Town Hall will be vacated, as required by ordinance, by midnight (12:00am)
- Cancellations; a minimum of 3 weeks (21 days) is required to receive a refund of a deposit should the reservation be cancelled.

I, \_\_\_\_\_, am a resident of Glendale and will be solely responsible for the lease of the Town Hall at the rate of \$\_\_\_\_\_ per 24 hour period and will deposit \$100 cash (refundable if conditions are met) as surety for the above listed terms and conditions. Said \$100 deposit will be held by the Village Office and will be released upon a satisfactory inspection (the Town Hall and grounds must be cleaned to satisfactory condition and the key returned by 12 Noon on the next business day) by the Glendale Custodian *and* satisfactory compliance with above listed terms. Should the surety deposit not be sufficient to correct, repair, replace or clean deficiencies left by the tenant, additional expenses will be the sole responsibility of the above listed tenant. At no time will the security deposit be returned if the key is not returned to the Village Office by 12:00 noon the next business day and or if the custodian is required to clean the facility/facility grounds after the tenant's event to restore it to original condition.

\_\_\_\_\_  
Tenant's Signature and Address

\_\_\_\_\_  
Glendale, Ohio 45246 (Phone: \_\_\_\_\_)

#### Confirmation of Reservation:

\_\_\_\_\_  
Village of Glendale  
30 Village Square, Glendale Ohio 45246  
771-7200

Date: \_\_\_\_\_

Confirmed Lease Date/Reservation: \_\_\_\_\_

**Contacts:** In the event of any problems while leasing the Town Hall, Mr. Ron Hafner should be contacted via his cell phone (678-1020) Mr. Hafner's cell phone is functional 7 days a week. If having trouble contacting Mr. Hafner, please call the Glendale Police (678-1017). Please use 911 if an emergency condition exists.