

New London Hileman Building Rental Application

Date of Event: _____

No. of Expected Guests: _____

CIRCLE ONE AND INITIAL

Type of Event, initial appropriate box: Personal/Family _____ Organization _____
Initials Initials

- a. If Organization, is this a fund-raising event
Yes _____ No _____
Initials Initials
- b. If fund-raising, will you conduct any gaming regulated by the State of Ohio i.e. Bingo, Instant Bingo (pull tabs)?
Yes _____ No _____
Initials Initials
- c. If yes, a copy of the appropriate State of Ohio License must be attached to this application.
- d. Will there be alcohol available at the event?
Yes _____ No _____
Initials Initials
- e. Will alcohol be sold at the event?
Yes _____ No _____
Initials Initials
- f. If yes, a copy of the appropriate and approved Liquor License must be provided prior to the event.

Name of Individual or Organization: _____

Organization Representative/Title: _____

Address: _____

City/State/Zip: _____

Telephone #: _____ Email: _____

Time Building to be Opened: _____ Closed: _____

Special Setup Requests: _____

HILMAN BUILDING RENATAL FEES

RENTAL FEE:	\$300.00
SECURITY DEPOSIT (REFUNDABLE):	+ \$100.00
TOTAL AMOUNT WHICH IS DUE AT THE TIME OF RENTAL:	\$400.00

ADDITIONAL FEE FOR NIGHT BEFORE USAGE/SETUP: \$50.00

Cancellations:

1. If cancellation is received by the Village at least 6 months prior to date: a full refund will be paid.
2. If cancellation is received by the Village at least 3 months prior to the date: a refund of 50% of the rental fee and the full Security Deposit will be paid.
3. If cancellation is received by the Village less than 3 months prior to the date: a refund of the Security Deposit only will be paid.

By signing this application, I represent to the Village of New London, Ohio, and I hereby state that I agree to, each and all of the following terms and conditions:

1. The information I have completed on this application is accurate. Use of the premises is limited to the use, hours, and capacity designated above.
2. I personally assume responsibility for returning the premises as it existed when available to me. The Damage Deposit will be assessed for any repair, replacement, or cleaning necessitated by my use. I will also remain personally responsible for any such costs not covered by the Damage Deposit. Any unused Damage Deposit will normally be returned to me within 15 days after the event.
3. Smoking within the building is prohibited. Positively no chemicals, paints, toxic materials, tape, glue, tacky substances, nails, tacks, or other materials are to be used on the walls or ceiling in the facility. No glitter, stars, graffiti, or similar decorations allowed. No pets allowed.
4. All personal belongings must be removed, and all persons must have vacated the building within the timeframe identified in the application.

INITIAL

5. I have indicated in the Application that liquor will be available. I am initialing here to indicate that I have specifically read and agree to abide by this language: Consumption of alcohol by minors is prohibited. I must provide adult supervision to prevent consumption of alcoholic beverages by minors. Alcoholic beverages must remain inside the building at all times.

6. I am not permitted to assign or sublet the space covered by this Application.
7. I accept use of the facility and equipment on an as is, where is, basis; and I understand and agree that the Village of New London makes no representation or warranty whatsoever with respect to the premises, their condition, any equipment located thereon, or their usefulness for the intended use.
8. As this is a municipal facility, the Village reserves the right, at its sole discretion, to cancel this permit in order to utilize the facility for a public purpose; and I understand and agree that the Village shall not be held liable for any expense, loss, or damages incurred by me as a result. If this Application is approved, I understand that is for a single event, day, and time only, and that no verbal statement by any Village official can create a permanent right, nor can any verbal statement transform this permit into any specific or permanent right.
9. I assume all liability for any injury to persons or damage to or loss of property, which injury, damage, or loss is directly or indirectly related to the rental/event including, without limitation, liability arising directly or indirectly from the dispensing of alcoholic beverages at the rental/event. I shall defend, indemnify, protect and hold harmless the Village of New London, and all of its administration, officers, agents and employees, against claims, damages, losses, liens, causes of action, suits, judgments and expenses (including attorney fees and other costs of defense) of any nature, kind or description brought for or arising from, or on account of any injuries or damages received by any person or property, resulting from any negligent acts, errors, omissions by any person directly or indirectly related to the rental/event unless such liability is attributed solely to intentional acts of the Village of New London, Ohio.
10. Any falsification on this application may result in denial of future rentals by the individual/organization.

Date

Signature of Renter

Full Rental Fee and Damage Deposit received; the Application completed and signed; required licenses attached, the location is available for rental on the date requested; and the application is, therefore, approved for the date requested* only.

Date

Village Representative Signature