ADAM HALL COMMUNITY CENTER RENTAL AGREEMENT

11455 Washington Street, Auburn Township, OH 44023

Auburn Resident Rate **- $85.00** per hour / Non-Auburn Resident Rate **- $120.00** per hour

ADDITIONAL CHARGES: **CLEANING** ($175); **DAMAGE DEPOSIT** ($300); & **ALCOHOL SECURITY** ($60 per hour)

FUNERAL/ LUNCHEON FLAT RATE – MONDAY-FRIDAY, 8:00am-4:00pm (4 hour maximum):
$250.00 Auburn resident rate / **$350.00** non-Auburn resident rate / $60 per hour alcohol security fee

SUBMIT PAYMENTS TO: AUBURN TOWNSHIP TRUSTEES * 11010 Washington St., Auburn Township, OH 44023
(440) 543-7028 * admin@auburntownship.com

Application Date: _____

Clear Form

Renter:			
Address:			
Phone:			
E-mail:			
Event:			
Date:	Time: From	To	Hours
Date:	Time: From	To	Hours
Date:	Time: From	To	Hours
	****Rental hours MUST include allowance for set-up & clean-up time****		
Security:	**NO** ☐ **YES** ☐ **Time if YES is checked:** From	To	

Rental Rate: $120 non-resident per hour hours (4hr minimum)	$
Refundable Damages Deposit: ($300 page 3; section E)	$
Cleaning Fee: ($175 page 3; section F)	$
Total Due	$
$300 DEPOSIT DUE TO SECURE RENTAL DATE	
PAYMENT: Receipt# Date: CK #	**$**
BALANCE DUE ONE MONTH BEFORE EVENT DATE: _____	$
PAYMENT: Receipt# Date: CK #	$
Security Guard Fee: ($60 per hour) ***PAYABLE TO DEPUTY AT THE EVENT***	$

****RENTER IS RESPONSIBLE FOR PAYMENT DIRECTLY TO THE DEPUTY AT THE EVENT****

Auburn Township Hall Representative is:
Contact: Christine Blaser 440-669-9406

FOR OFFICE USE ONLY

☐ Hall Rep Secured	☐ Confirmed	☐ Paid	$_____
☐ Deputy Secured	☐ Confirmed	☐ Paid	$_____
☐ Cleaning Co. Secured		☐ Paid	$_____
☐ Damage Deposit Refunded & Adam Hall Inventoried			$_____

AUBURN TOWNSHIP TRUSTEES
GEAUGA COUNTY, OHIO 44023

Renter agrees to the terms and conditions as outlined in the attached contracts. The regulations set forth will be strictly enforced. Auburn Township reserves the right to deny use of Adam Hall to groups who fail to comply with the rules and regulations set forth.

It is understood that the group or organization using Adam Hall will comply with the laws of the State of Ohio, the Township of Auburn and all rules and regulations set forth by the Auburn Township Board of Trustees, and:

1. Will be responsible for all people in the group or organization using the facility.
2. Assumes liability for any damage done to the facility.
3. There shall not be any grease-producing products cooked in the kitchen area of Adam Hall, such as but not limited to deep frying.
4. Vehicles will park ONLY in designated areas.
5. Agrees to the prohibition of all illegal and restricted drugs.
6. Will observe Adam Hall room capacity: 200 people maximum.
7. Agrees to Facility Rental Charge as outlined. The hourly rental fee is calculated when the facility door is unlocked to allow renters inside until the time it is locked at the end of the event/decorating. (Turn-key to turn-key)
8. Assumes all responsibility for the use and consequences of the use of alcoholic beverages consumed during the event at Adam Hall. Consequences specifically pertain to accidents that may occur on township property or public highways due to the consumption of alcohol. If alcohol is obtained for the purpose of sale, the responsible party must obtain and show proof of the appropriate liquor permits. A Geauga County Deputy must be on the premises when alcohol is being served.
9. Agrees that Geauga County Sheriff's Department has authority to enter Adam Hall at any time to check for violations.

I have read and understand the above policies and regulations and agree to comply with same.

For and in consideration of the permission to use the above described facility, I the undersigned, acquit, discharge and covenant to hold harmless, the Township of Auburn, its officers, trustees, employees, servants, and agents of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation, on or account of, or in any way growing out of, any and all personal injury or property damage which may result to group/organization members as a result of participation in the aforementioned activity at the above described facility.

_____

Renter Signature: Date

_____

Signature of Township Representative: Date

AUBURN TOWNSHIP TRUSTEES
GEAUGA COUNTY, OHIO 44023

A. RENTAL POLICIES

Auburn Township residents may reserve Adam Hall at any time prior to an event. Non-residents may reserve Adam Hall no more than one calendar year prior to the event. Renter agrees to defend, indemnify and save the Township of Auburn, and its officers, trustees, agents and employees entirely harmless from any and all liability, claims, demands, damages, actions, recoveries, and judgments of any claims against the Township arising from the negligent act or omission of the renter, their agents, employees, contractors, or their invitees.

B. RENTAL FEES

The rental fee includes the following: The presence of a Township Representative throughout the entire event, the use of Adam Hall and parking lot, tables, chairs and use of the catering kitchen.

C. DEPOSITS

A $300 deposit is due at the time of the reservation. The reservation is not considered confirmed until the deposit and the signed contract have been received. The balance of rental fee is due no later than one (1) month before the event.

D. CANCELLATIONS/REFUNDS

In case of cancellation, a refund of the total deposit will be made only if Adam Hall is rented by another party for the same date. Other requests for refunds will be considered on a case-by-case basis. The event date may be changed to another date if that date is available.

E. DAMAGE FEE

A refundable damages fee of $300 is required. The fee will be returned to the renter within 4 weeks following the event, less any amount needed to remedy a deficient situation. If, in the judgment of the Township Representative, damages have occurred, all or a portion of the damages fee will be retained.

F. CLEANING FEE

A non-refundable cleaning fee of $175 is required. The renter is responsible for putting all trash in provided trash cans, pick up trash from floors, tables, kitchen and bathrooms and putting tables and chairs away.

G. SECURITY / ALCOHOL

Security is required for all functions in Adam Hall in which alcohol is served. This includes, but is not limited to, beer, seltzers, mixed drinks and wine. Security will be arranged by Auburn Township through the Geauga County Sheriff Department. The renter shall pay the going hourly rate which is determined by the Sheriff Department. In 2026 it is $60 per hour with a minimum of 4 hours. Payment will be made by the renter directly to the deputy at the event.

H. TOWNSHIP REPRESENTATIVE

A Township Representative will be present during the entire event.

I. PARKING

The capacity of the parking lot is 250 cars.

J. DELIVERIES

All deliveries to Adam Hall must take place during rented hours.

K. BARTENDERS

Bartender's last call to serve alcohol is 45 minutes before the end of the event; the bar closed at one half hour before end of event. Renter accepts all responsibility of both intentional and unintentional actions caused by guests as a result of alcoholic beverage consumption in regard to the scheduled event. It is the renter's responsibility to monitor guests in regard to consumption and give specific direction to the bartender(s) for the purpose of guests' safety.

L. MUSICIANS / DJs

The music should cease, allowing sufficient time to break down and remove the equipment to meet the hall rental designated end of the event time. All property must be removed at the end of the event or loss of Damage Deposit will result to the renter.

M. DECORATIONS

Decorations are permitted. However, nothing may be permanently fixed or nailed to any wall, window, or door of the building. Please see Township Representative for details. All decorations must be picked up and removed at the end of the event.

N. CHILDREN

Children under the age of 12 must be always supervised by an adult.

O. SMOKING

Smoking is not permitted inside the building. If anyone is found smoking, the renter's Damage Deposit will be forfeited. Illicit or illegal use of drugs is prohibited. Anyone caught with an illegal substance will be removed from the premises by the Security detail and may be subject to criminal prosecution.

P. CLOSING TIME

All events shall conclude by midnight unless otherwise approved by the township administrator.

AUBURN TOWNSHIP TRUSTEES
GEAUGA COUNTY, OHIO 44023

RESPONSIBILITIES OF CATERERS AND INDIVIDUALS USING THE KITCHEN OF ADAM HALL

GENERAL

- All deliveries to Adam Hall must take place during rented hours and/or be coordinated with the Township Representative.
- Adam Hall has twenty (20) 8' rectangular tables, eighteen (20) 60" round tables, and two hundred (200) folding chairs.
- Adam Hall Building is 110' x 50'. The seating area is 75' x 50' with 9' ceilings.
- Renter must provide your own receptacles for leftover food, i.e., foil, plastic wrap, dish soap, towels, dish rags and paper towels.
- Trash bags are supplied.

AFTER THE EVENT

- Do not put coffee grounds down the drain.
- The catering kitchen must be returned to the same level of cleanliness that was found prior to your function.
- All sinks and countertops must be wiped clean of all debris.
- Spills must be cleaned from all surfaces, including but not limited to, inside cabinets and refrigerators.
- Nothing may be left in the refrigerator following your event. Anything left behind will be discarded.
- All garbage must be bagged and removed from the kitchen from the outside dumpster. All cardboard boxes must be broken down for disposal.
- All equipment must be removed from the premises immediately following the event.

I, the renter hereby understands and agrees to adhere to the above list of rules established for the use of Adam Hall. I understand that failure to comply with these rules will result in the loss of future kitchen privileges and/or additional service charges to the renter by Auburn Township Board of Trustees.

_____

Renter / Date



Adam Hall Community Center

11455 Washington Street, Auburn Township, OH 44023

Directions:

Adam Hall is located at 11455 Washington Street, Auburn Township, OH 44023

- SR 271 to 422 East, (toward Solon and Warren). Exit onto SR 44 turning north (left) off the exit ramp. At the first intersection Turn West (left) on to Washington Street. Adam hall is 1.3 miles on the left.

Included in rental:

- Auburn Township Hall Representative on site entire event
- Twenty 60" round tables (seats 6-8 people comfortably)
- Twenty 8' rectangular tables (seats 8-10 people comfortably)
- 200 folding chairs (18" wide x 34" tall - floor to top of chair back)
- Coat racks & hangers
- Trash bags, toilet paper and paper hand towels
- State of the art sound system with onboard wireless microphone for public address compatible with Bluetooth, mp3, CD's
- 75" Samsung HD Smart TV (on rolling stand)
- HDMI connection cord

Room Dimensions & Capacity:

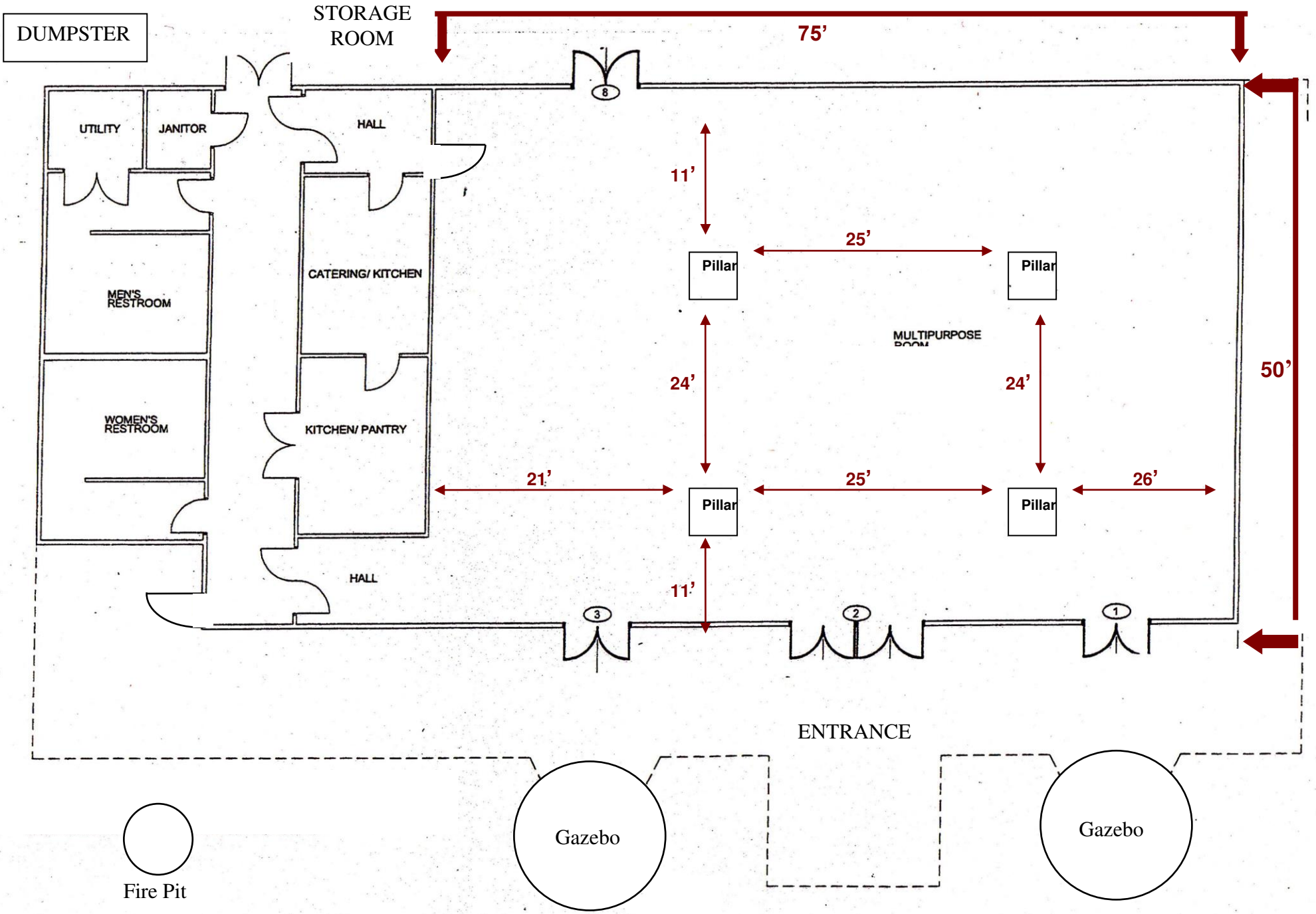
- Comfortably accommodates up to 200 people
- Air Conditioned / Heated Building 110 ft. x 50 ft.
- Banquet Hall is 75 ft. x 50 ft. with 9 ft. ceilings
- Newly Renovated
- Handicap Accessible

Lighting:

- Mood Lighting – Hand blown ceiling fixtures on dimmer switches
- Florescent task lighting to accommodate business events and meetings
- Fun lighting – One revolving mirrored disco ball
- Illuminated asphalt parking lot
- Candles are permitted

Kitchen:

- Two interconnected 16 ft. x 11 ft. rooms with over 60 ft. of counter top
- Electrical outlets positioned every 2 ft.
- Two pass through windows to the banquet hall to accommodate serving
- Two microwaves
- Two 28 cu.ft. refrigerators with freezers
- One 4 pot commercial coffee maker



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