

Cardinal Center

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Facility Rental Agreement

Rev. 1-1-17

Facility Rental Rules & Guidelines are printed on the next page of this agreement along with the Indoor Pool Rules and the Trapshooting Facility Guidelines. That page is yours to keep, but please make sure you have reviewed and understand these rules.

I have received and reviewed the Cardinal Center Facility Rental Rates and do hereby agree to the rates set before me. I understand that a minimum \$50 deposit is required in order to hold the date I am booking at Cardinal Center, and that this deposit will be applied to the total I owe for the facility rental, and that the deposit must be made within two (2) weeks of booking a date on Cardinal's schedule or that date will not be held. I also understand that this deposit may be non-refundable if I do not cancel more than 10 days prior to my event. However, if I re-schedule, this deposit may be transferred over to the new event date at the discretion of management. **I also understand that all bookings must be paid in full, in advance, and that all balances due must be paid before the date my event takes place.**

I hereby agree to release and hold harmless Cardinal Center for any and all liabilities of any physical injuries that may occur during my facility rental, as well as any damage or loss of personal property/belongings that may arise during my event. I also understand that Cardinal Center is not responsible for damage or loss that may occur to any vehicles parked on the premises. **Furthermore, I agree that if any damages occur to Cardinal Center property during my facility rental that I am responsible for these damages. This will include damage to walls from placing decorations on any walls.**

I have read and understand all of the rules and guidelines for facility rental at Cardinal Center, as described on the next page of this agreement, and I agree to the terms set forth herein.

Signature

Date

Printed Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Event Date & Time: _____ Expected Attendance: _____

Facility/ Areas Booked: _____

Cardinal Center Campground

FACILITY RENTAL RULES & GUIDELINES

Rental of tables and chairs does not include set up; this is renter's responsibility. Building Attendant fee covers table and chair tear down, mopping, and trash removal, however we ask that you do clean up as much as possible after your event. Trash containers, with liners, will be provided and we request that all trash is placed in the appropriate trash containers. For food service please note that chafing dishes are recommended as most areas were not set up electrically to handle multiple roasters and crock pots. If the Recreation Room is used for food service we ask that you are as careful as possible with food and drink spills in this carpeted area, however, if accidents occur please point these areas out to the attendant so that clean up may be done properly. For decorations – please do not tape, tack, or otherwise fasten any decorations on walls – the bulletin board area may be used for picture collages, etc. You will be charged a damage fee if things were placed on any of our walls. No candles with open flames, candles must be contained in glass hurricanes or bowls. Lighted silk trees, tables and chairs are not to be removed from the Banquet Hall. We also ask that you respect our wishes for no alcoholic beverages inside the recreational buildings however we will make an exception for a simple champagne toast during wedding receptions.

POOL AREA RULES

1. Use pool at own risk – **NO LIFEGUARD ON DUTY**
2. Children, under 14, must be accompanied by adult **AT ALL TIMES**
3. No food or drink in pool area
4. Please shower or rinse off before entering pool
5. Modest swimwear please, no thongs, no cut-offs
6. Toddlers must use a swim diaper
7. No jumping, diving, running or pushing
8. No scooters, skateboards, or bicycles in the pool area
9. If you have any sickness with fever, diarrhea, or vomiting; please do not enter the pool
10. No pets in pool area
11. Please collect all belongings from pool before leaving pool area – not responsible for lost or stolen items
12. Please dry off before entering other areas of building

I understand that lifeguard services are not provided during bookings of the pool, and that I am responsible for providing adequate adult supervision for the safety of those in the pool. Children are not to be left unattended at any time while in the pool area!

SHOOTING FACILITY GUIDELINES

For your safety we recommend that you wear appropriate eye and ear protection at all times while participating in any shooting event. Please observe posted rules, follow gun safety protocol, and respect your fellow shooters as well as the Cardinal Center staff.