





# FACILITY RENTAL

## Terms and Conditions

### **Renter Responsibilities:**

Renter is responsible for set-up, break-down and clean-up. All trash generated from a renter's event must be placed into the provided trash receptacles. Gym floors should be left in broom clean condition. See attendant for mop/broom.

### **Reservation/Damage Deposit & Rental Fees:**

A reservation/damage deposit in the amount of 50% of the rental fees before taxes or \$25 minimum shall be paid in full at the time of the reservation. Deposits shall be refunded within 2 to 3 weeks after the rental date. After that time, a check will be processed and mailed to the renter at the address provided on the facility rental agreement.

Damage to a facility/park, violation of policies, or failure to provide general clean-up will result in forfeiture of the damage deposit and denial of future reservations. An additional fee will be charged if damage exceeds the deposit.

Rental fees must be paid in full, 10 days prior to the event, or automatic cancellation goes into effect with no notification, as well as forfeiture of the deposit. A receipt shall be issued when full payment is made. The receipt and/or rental agreement issues by the department must be kept by the person responsible for the facility and must be presented, upon request, to any official of the town. Please make checks payable to Town of Hilliard. MasterCard and Visa are accepted and can be paid over the phone.

### **Cancellation:**

Must be made two weeks before date of event, or the reservation/damage deposit is forfeited.

### **Alcohol & Tobacco Products:**

All facilities are designated "NO ALCOHOL" & "NO TOBACCO PRODUCTS". This will be strictly enforced.

### **Membrane Structures:**

Membrane structures (bounce houses, inflatable slides, etc) will be permitted with proof of insurance from the outside agency supplying the structure, and the renter will assume full liability.

A \$25 permit fee applies for a membrane structure (up to 4 membrane structures on the same permit application).

### **Rain (Pool Only)**

If your event has been canceled due to weather an alternative date will be provided within 30 days of the original date at no extra cost.

### **After-hours emergency procedure:**

The facility is owned and maintained by the Town of Hilliard. Should you require immediate assistance during your event, please contact Staff on the premises or the Public Works Department 904.845.2711