



HERITAGE HOUSE RESERVATION FORM
111 E Park, Chardon, OH 44024

City of Chardon
111 Water Street
Chardon, OH 44024
www.chardon.cc

Becky Repasky
(440) 286-2610
rrepasky@chardon.cc

Weekday Rentals

Monday through Thursday 7:00 a.m. – 11:00 p.m.
Friday 7:00 a.m. – 3:00 p.m.

Chardon Resident/Business: **\$75**
Non-Resident: **\$125**

**Holidays during the week are calculated at the weekend rate.*

**Rental payment (check/credit card) must match the name of the person on the rental form.*

Weekend/Holiday Rentals

Friday 5:00 p.m. – 11:00 p.m.
Saturday & Sunday 7:00 a.m. – 11:00 p.m.

Chardon Resident/Business: **\$150**
Non-Resident: **\$250**

Deposit: \$200 no alcohol / **\$500** with alcohol plus the cost of a police officer. (\$32 per hour – and renter **MUST** schedule by calling 440-286-6123.)

Rentals are for six (6) hours. For each additional hour requested, there is an additional \$25 per hour.

No charge for 501c's for two (2) meetings per month on Monday – Friday mornings with the exception of holidays.

Rental Date: _____ Time: _____ to _____ Number of People: _____

Applicant: _____ Name of Organization: _____

Address: _____

Cell Phone: _____ Email: _____

Type of function: _____

City resident / business? Yes No

Please return completed form *with* payment to:

City of Chardon
Attn: Becky Repasky
111 Water Street
Chardon, OH 44024

The Heritage House can also be reserved **online!**
<https://chardon.recdesk.com/Community/Home>

Checks are to be made out to: **CITY OF CHARDON.** **Entire payment is due at the time of the reservation. Both rental fee and deposit.*

*Renter is permitted to pick up the Heritage House key 15 minutes prior to the event at the Chardon Police dispatch window. (Chardon Municipal Center. 111 Water Street, Chardon.) Renter will be **required** to leave a valid driver's license in exchange for the key.*

Applicant/Licensee shall be responsible for repairing any damage caused to the Heritage House during the applicant's use of the facility, including damage to equipment, furnishings, building and landscaping, which may be related to the proposed activity at the facility. Applicant agrees to hold harmless City of Chardon and its public officials, employees contractors and agents from any and all liability for injuries to persons or damage to property that results from any act or omission to act on the part of the applicant or organization, or the acts or omissions of members, guests, invitees or others visiting the facility, or using any of the equipment, furnishings, and buildings licensed herein, upon the invitation and with the permission of applicant. **APPLICANT SHALL COMPLY WITH ALL HERITAGE HOUSE RULES AND REGULATIONS ADOPTED BY CITY OF CHARDON, OHIO AND PRINTED ON THE BACK OF THIS FORM.**

Signature of Applicant (Must be over 18 years of age)

Date

Signature of City Representative

Date of Approval

Fees: Rental Fee: \$ _____ Deposit: \$ _____ Total: \$ _____ Cash Check _____

RESPONSIBILITIES

1. Licensee is permitted to use the facility only for purposes authorized by the City. The facility includes the Heritage House and the appurtenances thereto, including the porch/patio, sidewalk and landscaping.
2. Pick up and return key at the Dispatcher's window in the Police Department.
3. Programs, literature, or any publicity of promoting use of the facility shall not identify the City as a sponsor without prior written approval of the City.
4. Licensee understands that the City makes no warranties as to the fitness of the facility for a particular purpose, Licensee has rented the facility after examining it and with prior knowledge of its condition.
5. Licensee acknowledges that the City assumes no responsibility for damage to property or injury to persons prior to, during, or after licensees' use of the facility, and Licensee is responsible for all damage to the facility during the Event.
6. Cost of repair for damage to the facility, as determined in the sole discretion of the City Manager, shall be paid by licensee.
7. The licensee shall be responsible for his/her actions and the actions of the organization, guests, invitees and other visitors attending the event and shall comply with all City rules, regulations, and ordinances.
8. Licensee, invitees and guests will park only in the designated parking spaces around the Chardon Square and not the park.
9. Licensee shall comply with all Maximum occupancy regulations, 100 standing guests or 60 seated guests.
10. Licensee must adhere to the maximum child to adult ratio of 10 : 1.
11. A Security Deposit is required for Events with Alcohol, \$500 and Events with no Alcohol, \$200.
12. Alcohol is permitted within the facility (inside the building and on the patio under the overhang) and only with prior approval of the City. Alcohol usage requires the presence of off duty Chardon Police Officer during the entire event paid by the licensee and assigned by the Chief of Police or designee.
13. No games of chance are permitted in the facility, without the City's prior approval.
14. Sale of items is prohibited unless specifically approved by City Council.
15. Licensee accepts responsibility for trash removal. The facility shall be cleaned and left in the condition in which it was found. Costs for repairing damage to the facility shall be deducted from the security deposit. Damage in excess of the security deposit shall be paid by the licensee.
16. Volume of music, PA systems, and guests must comply with the City's Noise Ordinance. See Loud Speaker/Sound Device Permit.
17. City of Chardon rents only the Heritage House meeting room and concession area. The Square/Park is open to the general public. If you are requesting permission to host an event on the Square/Park an additional application is required.
18. The restrooms at the Heritage House are open to the public and rental of the facility does not grant the licensee exclusive use to the restrooms during the Event.
19. No pets except service animals are permitted within the facility.
20. No confetti is permitted in the facility or the Chardon Square.
21. No open flames are permitted.
22. Outdoor grilling must be done on the grilling pad outside of the Heritage House.
23. If selling food, a license is required through the Geauga County Health Department (440-279-1916)
24. The City and the Chardon Police Department have the authority to enter the facility at any time to inspect and investigate violations.
25. During regular business hours (Monday – Friday: 8:00 AM – 5:00 PM) please contact City of Chardon Administration at 440-286-2600. During non-business hours please contact the Chardon Police Department on their non-emergency line at 440-286-6123.

****PLEASE HAVE THIS APPROVED APPLICATION WITH YOU ON THE DATE OF RENTAL FOR DOCUMENTATION OF RESERVATION****

CANCELLATION POLICY:

The City of Chardon will refund rental fees and security deposits for cancellations made in writing thirty (30) days prior to the Heritage House reservation date. A refund of the security deposit only will be given for cancellation after this date. A REFUND WILL NOT BE MADE DUE TO INCLEMENT WEATHER ON DAY OF EVENT.