



Ashland County Park District

1301 Park Street, Ashland, OH 44805

419-289-3524

www.ashlandcountyparks.com

Park Commissioners: Robert DeSanto • Tom Kruse • Shane Kremser

Fire Company Nature Cabin

1498 State Route 511 South, Ashland, Ohio 44805

NOTE: If alcohol will be served/consumed at your event or if your event will have more than 50 participants, please read the Event Liability Insurance requirement on page 3 and 5 before entering this rental contract.

THIS AGREEMENT (the "Agreement"), made as of this _____ day of _____, 20____, is by and between the **ASHLAND COUNTY PARK DISTRICT** (the Provider, "The Park District") and _____ (the "User", and collectively, the "Parties").

WHEREAS, User wishes to use Owner's space located at **1498 State Route 511 South, Ashland, OH 44805** for _____ ('the Event').
(describe event)

In consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

- Space Use.** The Park District hereby grants to User a limited revocable license ("the License") to reserve Ashland County Park District Fire Company Nature Cabin ("the Space"). The License permits the User to use the Space only on the Event Date, during the hours specified below, and only for the purposes set forth in the Agreement. The Space only includes the cabin and picnic shelter. The public will have normal use of the park in other areas. User agrees to be financially responsible for any damage to the Space caused by the User or guests.
- Event Date(s).** The event shall be held on _____ 20____. (the "Event Date"), between the hours of _____ and _____. **In the case of wedding ceremonies, etc., rehearsal time / space should be confirmed at the time of Agreement as it does not automatically include the Event fee.**
- Fees.** The User shall pay to the Park District a **total fee** of \$200 (the "User Fee") for the use of the space. There shall be a reservation **deposit** of \$ 50.00 (the "Deposit"), which must be paid to the Park District upon the execution of this Agreement. The Park District shall have no obligation under this Agreement until the Deposit is paid in full. The **balance** of \$150 is due in full before seven days prior to the event by _____, 20____ (the "Payment Due Date"). If User fails to pay the full User Fee by the Payment Due Date, the Park District shall have the right to revoke the License and to keep the full amount of the Deposit.
- Cancellations.** If User cancels the reservation for the Event within 30 days of the Event Date, the Park District shall refund to User the User Fee, but the Park District shall be entitled in this case to retain the Deposit. If User cancels the reservation for the Event within 7 days of

Rules and Regulations

Event Liability Insurance: The Park District shall require the User to secure Event Liability Insurance for groups larger than 50 people and show Owner proof thereof prior to the Event. The Park District may, in its sole discretion, waive the requirement for Event Liability Insurance by Owner initialing the below box. The Park District shall be named as insured of the insurance policy.

(Park Representative) INITIAL BOX IF INSURANCE IS **NOT** REQUIRED.
(LIABILITY INSURANCE MAY NOT BE WAVED IF ALCOHOL IS PRESENT)

I certify that alcohol will not be present at this event:

(User's or Responsible Party's Signature)

Decorations: No tacks, tape, nails, or staples are to be used to secure decorations. Stand-alone decorations are recommended. No glitter or confetti allowed at this facility. All signs and decorations must be removed before departure. The Park District will not provide decorations for the Event. All decorations provided by User must be fireproof and meet fire prevention regulations. Combustible materials, candles, smoke, or fog machines are not allowed in Space. The user will be liable for any damage caused by the placement of decorations

Trash: Please make sure to place all bagged trash in the trash bin located outside by the storage barn. Please make sure the lids are closed, and the trash bin is secure.

Vehicles: You are NOT permitted to drive your vehicle to the building. Vehicles of all types are restricted to the parking lot. Vehicles are not permitted on nature/hiking trails.

Smoking: The Space is a Smoke Free Environment. No smoking is allowed or within 20 feet of Space.

Tables and chairs: All park district tables and chairs from inside of the building must remain inside of the building.

Sale, marketing of goods, gaming: We permit the sale or marketing of goods or services by private, corporate, or for-profit entities. However, said groups are independent of the Ashland County Park District and the Park District Groups are solely responsible to pay all taxes due in relation to the sale of their items on park property. Illegal gaming or wagering of any sort is strictly prohibited.

Entertainment / Music: All entertainment, including music must end by 11 pm. User is responsible for ensuring that Music Vendor is aware of the Music end time for the Event. Music Vendor must provide any necessary extension cords and cables, and all extension cords and cables must be secured/taped down as to not pose a hazard. Noise that disturbs neighboring property is not permitted. All Parties must be vacated by 11:30 pm.

Controlled Substances: The Space is a drug-free environment. Controlled substances (other than prescription medications) are prohibited. Users are responsible for informing their guests of this regulation. Any guest(s) found to be in possession of a controlled substance including marijuana or any biproducts will result in the immediate termination of Event and forfeiture of all rental fees and security deposits.

INSURANCE AND PERMIT SUGGESTIONS

THIS IS NOT LEGAL ADVICE

What is Special Event General Liability Insurance? Special Event Liability Insurance is an insurance policy designed to provide broad protection for situations in which an event holder or concessionaire must defend itself against lawsuits or pay damages for bodily injury or property damage to third parties. Host liquor liability is included if there is no transfer of money for alcohol. This policy also gives protection to the venue and sponsors of the event by adding them to the policy as an additional insured. Examples, such as a slip and fall or damaged floors are covered by this type of policy.

My venue has asked for a certificate of insurance with them as an Additional insured. What does this mean and how do I get them? You, the special event holder, will be required to provide proof of liability insurance to the facility/venue where you have decided to hold your special event. In addition to providing proof (in the form of a piece of paper known as a Certificate of Insurance) to the facility/venue that you have secured a liability insurance policy; you will need to add the facility/venue to this required \$1 million liability insurance policy as an insured. This is known as adding the facility/venue as an Additional Insured to this liability policy, which the facility/venue requires you to purchase before you will be allowed to hold your special event if alcohol will be served/consumed. The practice of a facility/venue requiring that all persons or entities renting or using the site name them as an Additional Insured on a General Liability insurance policy is quite common.

What is Host Liquor Liability? Host Liquor Liability Insurance is included with all our policies and provides protection for the event holder/concessionaire against bodily injury or property damage suits brought by parties injured because of an intoxicated guest who was served alcohol at an event you hosted. **(Remember you can be sued if a guest has an accident between the time they leave the event and the time they entered their place of residence after the event).**

EVENT AND ALCOHOL LIABILITY Insurance can be obtained from your local insurance agent. In most cases, your homeowners' policy may cover this or can be extended to provide adequate coverage. See your insurance agent and ask for a certificate of insurance providing that you have a million-dollar coverage for negligence and alcohol liability. This should cost you less than \$100. If you do not have homeowner's coverage, the single event coverage should be more. IF you intend to sell alcohol or have a cash bar, then you will need a certificate from the Department of Liquor Control. Call 614-644-2431 or 614-644-2360 and request an F-2 permit.

***This information provided is for your convenience and does not constitute legal advice.**



Fire Company Nature Cabin Guidelines and Information

Upon Arrival:

1. The Fire Cabin will be unlocked for you at 8 a.m. on the day of your event.
2. Inspect the Cabin for familiarity and any defects. Report any damage or negative conditions immediately to Ashland County Park District.

Prior to Leaving:

1. Clean and wipe down all tables and kitchen counters.
2. Sweep and/or mop floors.
3. Return all tables and chairs to the inside of the Cabin.
4. Ensure flames are extinguished in wood burner and/or fire pit.
5. Please make sure to place all bagged trash in the trash bin located outside by the storage barn. Please make sure the lids are closed, and the trash bin is secure.
6. Lock all exterior doors.

Fire Pit:

1. Wood is provided for events.
2. Ensure fires are kept in the ring and are always under control.
3. Do not leave a fire unattended.
4. Extinguish flames before departure – a bucket is provided, and water is available on the outside of the Cabin.

Wood Burner:

1. Wood is provided for events.
2. Door must remain closed and secured while in use.
3. Do not set anything on top of the wood burner.
4. Keep all flammable material off the brick base and away from the wood burner.
5. The wood burner can be hot – keep close supervision of children.
6. Ensure the door is closed and secured before leaving.

Questions or concerns, please contact:

Denise Brown - 419-207-1303 or John Featheringill – 567-227-0431

Thank you for choosing Fire Company Nature Cabin for your event. We hope you enjoyed your stay with Ashland County Park District!