

# VILLAGE OF MANTUA

4650 W. High Street  
P.O. Box 775  
Mantua, Ohio 44255-0775  
Phone: 330-274-8776  
Fax: 330-274-2884  
Email: mantuagv@sbcglobal.net



## MANTUA VILLAGE PARK FACILITIES RENTAL APPLICATION

THE PARK LODGE IS A SMOKE-FREE FACILITY ~ ALCOHOL OF ANY KIND IS PROHIBITED

**\*MAXIMUM CAPACITY OF THE LODGE IS 90 PEOPLE\***

### AMENITIES INCLUDE:

- EIGHT 8 FOOT TABLES
- APPROXIMATELY 90 CHAIRS
- GAS FIREPLACE
- AIR CONDITIONING
- TWO REST ROOMS
- 100 CUP COFFEE MAKER
- FULL "WARMING KITCHEN", INCLUDING RANGE, OVEN, & MICROWAVE, REFRIGERATOR / FREEZER

FEE SCHEDULE: This schedule represents only normal usage fees and may be amended if needed.

<u>PARK LODGE:</u>	<u>VILLAGE RESIDENT:</u>	<u>NON-RESIDENT:</u>
PARTIES, SHOWERS, GRADUATIONS, FUND RAISERS, ETC.	\$100.00	\$150.00
NON-PROFIT ORGANIZATIONS, MEETINGS	\$ 15.00	\$ 30.00
SECURITY DEPOSIT (Required)	\$100.00	\$100.00

<u>OTHER FACILITY:</u>	<u>VILLAGE RESIDENT:</u>	<u>NON-RESIDENT:</u>
PARK PAVILION #1 #2	\$20.00	\$40.00
BASEBALL FIELD	\$15.00	\$30.00
BASKETBALL COURT	\$10.00	\$20.00
VOLLEYBALL COURT	\$10.00	\$20.00

The following are cleaning instructions that must be followed as part of the rental agreement. Cleaning the Lodge following your event is the responsibility of each renter. Violation of any Lodge rules may result in forfeiture of part or all of your deposit. If you have any questions, please call the Village office at 330-274-8776 between 9:00 a.m. and 4:00 p.m., Monday through Friday. Evening or weekend calls should be directed to the Mantua Police Department at 330-274-2251.

1. **ABSOLUTELY no tape**, pins, staples, glue etc. can be used on walls or woodwork.
2. Remove all decorations and the fasteners from surfaces.
3. Wipe down and put all chairs away after use.
4. If tables were used, wipe down, fold and put on wall by markers.
5. Wash coffee pot and put away properly if used.
6. Clean refrigerator / freezer; please do not leave food!
7. Clean counter tops, stove, and kitchen area.
8. **Damp mop all tile floors with cold water only** including kitchen and both restrooms.
9. Remove garbage bags from all trash can including restrooms and replace with new liners. (New liners are under the sink). If the bathroom trash cans only contain a tissue or so, it may be combined into another trash can. **All trash containers must be completely emptied!**
10. Put all garbage bags in the dumpster on the east side of the building.
11. Turn off the gas log, if used, and close damper.
12. Be sure all doors are locked and all lights off before leaving.
13. Return key to Police Station at 4650 W. High St.
14. Please advise our office of any conditions that need our attention.

Deductions may be made from security deposits for damages/failure to clean including but not limited to:

Floor not swept or mopped sufficiently	\$10.00 charge
Garbage not emptied, no new bags	\$10.00 charge
Chairs not put away	\$10.00 charge
Door and/or windows left open or unlocked	\$10.00 charge
Rest rooms not cleaned/trash not emptied	\$10.00 charge
Counters and/or tables not wiped clean	\$10.00 charge
Coffee pot not cleaned	\$10.00 charge
Decorations not removed	\$10.00 charge
Food left in refrigerator, oven, or on counters	\$10.00 charge

Please read and fill out the form below and sign where indicated. Return the bottom half of this form, along with a copy of your driver's license and the \$100.00 deposit fee. The deposit check should be mailed in along with this form to hold your spot at the lodge. Your deposit check will be deposited in our bank account at Middlefield Bank when received, and a deposit refund check from Mantua Village will be issued to you within 30 days after your event based upon your cleaning the lodge.

Your rental fee check should be received by this office no later than two weeks prior to rental date. **You may put the deposit and rental in one combined check if you choose**, made out to the **Village of Mantua**. You can mail it with this contract to "Park Rentals" P.O. Box 775, Mantua, Ohio 44255, or drop it in our night drop box by our entrance door at 4650 W. High Street in the Village Administration building.

You must pick up the lodge key from the Police Station office. It is located in the Village Government Building (former Fire Station) 4650 W. High St. at the corner of High St. and S.R. 44. You will use the front door facing S.R. 44. Return the lodge key within two (2) hours after your event to the same office. **Please note: To prevent forfeiture of deposit, please cancel or reschedule five (5) days prior to your event.** Thank you!

**The address at the Park Lodge is 4808 E. High Street, Mantua, Ohio 44255.** If you are also renting a pavilion, a "RESERVED" sign with renter's name will be posted the night before for Pav. #1 or #2. For any problems that may arise with either the Park Lodge or a Pavilion, please contact the Mantua Police Department at 330-274-2251.

**THANK YOU FOR RENTING THE PARK LODGE!**

----- Cut here and return with Rental Fee and Deposit -----

**APPLICATION / AGREEMENT FOR USE OF VILLAGE OF MANTUA PARK FACILITIES:**

Name: \_\_\_\_\_ Organization Name (if different): \_\_\_\_\_

Address: \_\_\_\_\_

Best Phone Number to Reach you: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: from \_\_\_\_\_ to \_\_\_\_\_

Type of Event/Purpose: \_\_\_\_\_

Electric Required at Pavilion: YES \_\_\_\_\_ NO \_\_\_\_\_

By signing this application, I accept all obligations related to the use of the Village of Mantua Park facilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_