



Harding Park Meeting House “The Pauline Pergola”

Mailing Address: 329 Christian Ave. Hubbard, OH 44425

Phone: 330-534-3272 or 330-534-5060 Email: hpmeetinghouse@gmail.com

Rental Agreement & Rules of Use – Page 1

The Pauline Pergola provides a lovely setting for a number of outdoor events. If you are interested in renting the pergola, please read the following rules and regulations before scheduling your event. Rental includes the *pergola* and *immediate vicinity* surrounding the pergola.

Rental: The Pauline Pergola can be rented during the following hours as per following fee schedule:

- Daily 10:00am – 6:00pm \$125 for 3 hour block minimum + \$50 per each additional hour
- MAKE CHECKS TO: ***Harding Park Meeting House***

Deposits and down payments:

- Payments may be made by cash, money order, or check.
- **All rental fee payments must be *made in full at time of reservation.***
- **A security deposit of \$50 is also required at time of reservation.** The security deposit will be returned minus any charges for damage and/or excessive cleaning, removal of items brought onto property by renter, or failure to complete event within rental time. Damages to the pergola or immediate vicinity that exceed the amount of the security deposit are the responsibility of the renter.
- If the event is cancelled for any reason 30 or more days prior to the event, the rental fee will be returned minus 10%. If the event is cancelled for any reason less than 30 days prior to the event, the rental fee will be returned minus 20%. Security deposit is fully refundable.
- Events must be completed within rental time, as multiple events may be scheduled in same day. **Please allow enough time for all set up and clean up to be completed *within your reserved time slot.***

Wedding Rehearsal: A one hour wedding rehearsal may be held without additional cost during the week prior to the wedding ceremony. The time *must be scheduled* so as not to interfere with other potential rentals.

Vehicles and Parking: **No vehicles – private or delivery - are permitted on the lawn area surrounding The Pauline Pergola.** For set-up, tear-down, and deliveries related to an event at the pergola, items must be carried by hand; or a non-motorized rolling cart or dolly may be used. Guest vehicles may be parked in any of the various designated parking spaces throughout the park. Vehicles of any kind in Harding Park are restricted to designated road and parking areas.

Occupancy: The Pauline Pergola is a 14’ x 24’ structure, or 336 square feet. When planning seating, please take into account that individual people may require more or less room based on a number of variables. *Maximum* occupancy for a sit down event within the pergola is 20 - 24.

Tents: A privately rented tent may be placed within the *immediate vicinity* of the pergola for special events **with prior approval as to size and location of tent.** Set up and take down of the tent must be done within the rental time period. Tents may not be used elsewhere in Harding Park.



Harding Park Meeting House “The Pauline Pergola”

Mailing Address: 329 Christian Ave. Hubbard, OH 44425
Phone: 330-534-3272 or 330-534-5060 Email: hpmeetinghouse@gmail.com

Rental Agreement & Rules of Use – Page 2

Catering, Food & Drink: All catering items must be set up and taken down within the rental time period. Harding Park and the Meeting House Committee are not responsible for any food or beverage items served at events. **No Alcohol is permitted in Harding Park.**

Chairs/Tables: Harding Park does *not* provide tables and/or chairs for events at The Pauline Pergola. You may rent tables and chairs and they may be set up both inside and outside the immediate vicinity of the pergola. All set up and tear down of tables and/or chairs must be done within the rental time period.

Use of Fire: No fire, candles, hurricane lamps, tiki torches, etc. are permitted on or in the vicinity of The Pauline Pergola. The only exception is for caterer’s food trays heated with sterno, and these must **not** be left unattended. No grills are permitted on or in the vicinity of The Pauline Pergola.

Decorations: Decorations are permitted as long as they are freestanding or in no way damaging to the pergola. At no time are streamers, ribbons, crepe paper, garland, etc. allowed to be attached **in any way** directly to the structure itself by use of tape, tacks, wire, or any other means that would cause scratches, paint removal, or holes. Materials that may stain the Pergola are prohibited.

Music: Musical accompaniment is permitted. Amplification of music beyond the reasonable limits of your ceremony or event is prohibited. Instruments must be hand-carried, set up, and disassembled within the rental time period. **Do not drive vehicles on grass.**

Accommodation: Harding Park exists for enjoyment and recreation for all visitors and remains open to the public while events and weddings are taking place. As a public facility, Harding Park cannot guarantee complete privacy.

Pets: Pets must remain on leashes at all times.

Weather: The Pauline Pergola is a roofed pergola that will provide minimal overhead protection only. Rental of the pergola is at your own risk as weather cannot be predicted or controlled. An alternate indoor area is not available unless rented separately.

Responsibilities: Harding Park Board and the Meeting House Committee are not responsible for articles brought onto the premises which are lost or damaged; are not responsible for food and beverages consumed at events on the premises; are not responsible for failure to perform due to weather, fire, or utility failure.

Harding Park Rules: All rules set forth by Hubbard Township Free Park must also be followed by Facility User and Guests. These rules are incorporated into the rules set forth in this agreement.

Contact Information: For questions regarding rental of The Pauline Pergola, please call 330-534-3272 or 330-534-5060. Mailing address is Pauline Pergola 329 Christian Ave. Hubbard, OH 44425.

**The Pauline Pergola is named in memory of Pauline Dosch
for her tireless efforts to rescue the historic 1857 Presbyterian Church.**

**Moneys earned by The Pauline Pergola will be used to advance the goal of
construction of The Harding Park Meeting House.**

Thank you in advance for your respectful and careful use of The Pauline Pergola.



Harding Park Meeting House "The Pauline Pergola"
Mailing Address: The Pauline Pergola 329 Christian Ave. Hubbard, OH 44425
Phone: 330-534-3272 or 330-534-5060 Email: hpmeetinghouse@gmail.com

Rental Agreement & Rules of Use – Page 3

Agreement made _____, 20____ between the Hubbard Township Free Park Board of Commissioners and _____ - hereinafter "Facility User".

The Hubbard Township Free Park Board of Commissioners hereby agrees to allow Facility User to utilize the Pauline Pergola at Harding Park on _____, 20____ during the hours of _____ for the purpose of _____

Rehearsal is scheduled on _____ from _____ AM / PM. Approved Tent Use YES NO

Rental Fee (total) _____ Amount of Security Deposit Returned _____

Refundable Security Deposit +\$50.00 Date _____ Check # _____

TOTAL DUE _____

Date _____ Check # _____ or Cash _____

Received by _____

MAKE CHECKS TO: Harding Park Meeting House

In consideration for the use of the aforementioned facilities, Facility User agrees to hold the Hubbard Township Free Park Board of Commissioners and Meeting House Committee harmless and to indemnify the Hubbard Township Free Park Board of Commissioners and Meeting House Committee Members for any and all claims arising from or connected to the use of the above described facilities and surrounding park area and particularly in regard to any injuries, claims, or liabilities arising out of the condition of the premises and in maintenance of the premises. The undersigned Facility User is familiar with the Pergola and the condition thereof and they specifically accept the Pergola in its present condition and represent that upon departure they will leave the Pergola essentially in the same condition in which they found it, having deposited trash, rubbish, and other debris in designated receptacles. By signing below, Facility User acknowledges receipt of the rules of use related to the Pauline Pergola and has read and agrees to abide by such rules.

IN WITNESS WHEREOF, this Agreement has been executed on or about the date first set forth above.

HUBBARD TOWNSHIP FREE PARK BOARD OF COMMISSIONERS: Thomas Papa, David Kyle and Gary Stiver

FACILITY USER - SIGNATURE PHONE

PRINT NAME EMAIL

ADDRESS _____