

# CATAWBA ISLAND TOWNSHIP COMMUNITY HALL RENTAL APPLICATION

PLEASE RETURN THIS FORM TO:  
4822 E Cemetery Rd, Port Clinton, OH 43452 | 419-797-4131

NAME OF THE GROUP: \_\_\_\_\_

OCCASION: \_\_\_\_\_

DATE OF USE: \_\_\_\_\_ TIMES (IN & OUT) \_\_\_\_\_

## RENTAL FEES AND COMMUNITY HALL RULES

Applicant must apply in advance of desired date and make a deposit to reserve date.  
Cash or check only, payable to CATAWBA ISLAND TOWNSHIP.

**STANDARD RENTAL FEE:** \_\_\_\_\_ **\$300**  
\_\_\_\_\_ **PLUS** \_\_\_\_\_

**SECURITY DEPOSIT:** \_\_\_\_\_ **\$250**  
Due with application. Deposit is refunded based upon condition after use.

\_\_\_\_\_ **OR** \_\_\_\_\_

**ASSOCIATION OR SUBDIVISION MEETINGS, BEREAVEMENT MEAL,  
ORGANIZATION SPONSORING EVENT FOR FUNDRAISING PURPOSES**

**COMMITTING FUNDS TO COMMUNITY BENEFIT:** \_\_\_\_\_ **\$60**

1. Tables and chairs for 200 people are furnished.
2. No dishes, pitchers, ashtrays, or linens are furnished.
3. Decorations are permitted, but not provided.
4. Township belongings shall not be removed from the premises.
5. For Maintenance Emergencies, call 419-341-6413

### RENTER AGREES TO:

1. Clean the premises and place all refuse in the containers provided.
2. Be sure all lights are turned off.
3. Reset thermostats:  
Winter: Heat to 60° | Summer: A/C to 85°

\_\_\_\_\_ agrees to defend, indemnify, and hold harmless CATAWBA ISLAND TOWNSHIP from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against CATAWBA ISLAND TOWNSHIP by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of this activity. If the facilities are found to be in the same condition as when rented and there is no damage and the key is returned, the deposit will be returned by the Trustees. (\$25 charge if key is not returned). **I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE TERMS OF THIS AGREEMENT**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DEPOSIT: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_