



1775 Marion-Waldo Rd. Marion, OH 43302

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www.thewoodsparkandpavilion.com

Event Information

Event Date: _____ Rental Cost \$ _____

Deposit: \$ _____ Refundable Cleanup Fee: \$ _____ *

Any Additional Fees: \$ _____ (Grill/Heaters) **Grand Total:** \$ _____

Estimated Event Times

Set Up _____ Start _____ End _____ Vacated _____

Please note that these times are estimations to help ensure the event runs smoothly for both you and our staff.

You are not required to adhere to them exactly.

Refundable clean up fee is **not included in the total costs or deposit. This is an additional fee.*

Terms and Conditions

- Rental Period:** Rentals are available as a full-day booking. All weekend private event rentals must take place between the hours of 7 AM and 11 PM. The agreed rental fee provides access to the venue for the entire duration of those hours. Renters may not arrive earlier or stay later than the designated rental window. Arriving early or staying later may result in forfeiture of your refundable clean up fee, prevention of any future rentals, and possible legal action for contract violation.
- Photo Identification Requirement:** All renters are required to submit a valid photo ID at the time of contract signing. A copy will be made and kept on file until the conclusion of the event. After the event has taken place and the venue has been inspected, this copy of the ID will be permanently and securely discarded. This policy is in place for security purposes and to ensure accountability in the event of damage or contract violations.

RENTER COPY – WEEKEND PUBLIC EVENT RENTAL

*I initialed the venue's copy of the rental contract to agree to the collection of my photo ID.
I understand that this copy will be destroyed after my event.*

3. **Included Amenities:** The following amenities are available to use at no additional cost and are part of the agreed rental fee. Please notify us ahead of time which amenities you wish to use so we can have them prepared for your event:

- Fire Pit
- Corn Hole Boards
- Tiki Torches
- Bluetooth Speakers
- Pavilion Lighting: Our pavilion lighting system features customizable LED lights that illuminate the ceiling of the pavilion in nearly any color on the spectrum. Renters may select up to two colors to be displayed during their event. Please inform us of your color choice(s): _____

4. **Additional Amenities for an Extra Fee:** The following amenities are available for an additional charge due to the costs associated with their use:

- Propane heater usage: \$50
- Grill usage: \$25

If you would like to use either of these additional amenities, please inform us in advance to ensure availability, with no later than 48-hour notice. Grill usage will require you to provide your own utensils.

5. **Public Event Promotion & Marketing Support:** As part of a public event rental at The Woods Park & Pavilion, the venue will provide limited promotional support to assist with event visibility and community awareness. Promotional support may include, but is not limited to:

- Placement of the venue's roadside attention display (commonly referred to as the "Tube Dude") during the event, weather and safety permitting
- Inclusion of the event on the venue's roadside sign for a minimum of one (1) week prior to the event, subject to sign availability and scheduling
- Collaboration on a Facebook event page, such as co-hosting or sharing
- Promotion of the event on the venue's social media platforms
- Inclusion of the event on the venue's official events calendar
- A feature or mention within *The Whisker Weekly*

Any printed materials or flyers to be distributed by the venue must be provided by the renter, unless paid for in an additional promotional package. Promotional efforts are intended to support awareness and do not guarantee attendance, engagement, or financial outcome.

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6. Optional Promotional Services: The renter may elect to purchase additional promotional services to support the marketing of their public event. These services are optional and may be added to the total rental cost at the time of booking.

Promotional Services:

- Facebook Event Page Creation — \$15**
Creation of a Facebook event page using information provided by the renter.
- Digital Social Media Graphics — \$30**
Creation of up to two custom digital graphics optimized for sharing on social media platforms, including Facebook and Instagram.
- Flyer Design — \$25**
Design of one event flyer suitable for digital distribution and print.
- Flyer Printing — \$30**
Printing of up to one hundred (100) flyers using the approved flyer design.
- Complete Promotional Package — \$75**
Includes Facebook event page creation, digital social media graphics, flyer design, and printing of up to one hundred (100) flyers. This package represents a discounted rate compared to purchasing services individually.

All promotional services are subject to availability and require renter approval of final designs prior to publication or printing. Pricing includes one (1) design round and one (1) revision. Additional revisions, expanded quantities, or services not listed above may be subject to additional fees and require written approval by both parties.

7. Cleanup Requirements: The renter is responsible for ensuring the venue is properly cleaned at the conclusion of the event. This includes:

- Emptying all trash cans, tying the trash bags, and taking them to the large dumpster outside the animal rescue next door.
- Wiping down tables and chairs to remove any spills or debris.
- Sweeping the pavilion area to clear any messes or dirt.
- Scrubbing any spills on the concrete, except for water.
- Removing any ribbons, string, rope, tape, etc. used for decorating.
- Picking up any trash left by guests in the parking lot.

Cleaning Supplies Provided:

- Paper towels and multipurpose cleaner (for tables)
- Vinegar (for concrete)
- Floor scrub brush (located behind the crate under the pavilion)
- Extra trash bags, if needed

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8. **Refundable Cleanup Fee:** A refundable \$50 cleanup fee, to be paid in cash, is required. If the venue is returned to its original state and cleaned properly, the fee will be refunded. We will contact you after the event to arrange the return of the fee, if a return is applicable. If the venue is not cleaned according to the outlined expectations, the fee will be withheld. Additionally, if there is evidence of any contract violations, such prohibited items or restrictions, the fee will be withheld. This is at the discretion of the Operations Coordinator. You may request photographic evidence be provided with details of why the refund was not issued.
9. **Prohibited Items and Restrictions:** The following items and actions are strictly prohibited at The Woods Park & Pavilion.
 - Being on premises **outside** the allotted time outlined in your rental agreement.
 - **Confetti** in any shape or form is not allowed, as it is difficult to clean and can damage the natural surroundings. This includes biodegradable.
 - The **crate and cooler under the pavilion** are not to be moved. These items are set in place for structural and functional reasons.
 - **Tables and chairs** may be moved to accommodate your event, but they must be returned to their original positions at the end of the event.
 - All items moved within the pavilion area must be **lifted, not dragged**, to prevent any damage to the concrete floor.
 - **No staples or nails** may be used for hanging decorations. Only tape or other easily removable methods are allowed to preserve the pavilion's condition. We recommend Command Strips or Duck brand reinforced packing tape.
 - **Chewing gum is prohibited** on the premises to maintain cleanliness and prevent damage to the facilities.
 - **Wildlife must not be disturbed.** This includes but is not limited to feeding, chasing, or handling any animals on the property. This applies to frogs in the rock waterfall garden, any stray cats that may wander onto the grounds, and all other wildlife.
10. **Alcohol Policy:** Alcohol is **strictly prohibited** at The Woods for public events. No alcohol may be brought onto the property, distributed, sold, or consumed at any time during the event, regardless of permits, licenses, or outside approvals.

Any incident involving alcohol—including possession, consumption, or attempted sale—may result in immediate termination of the event without refund and may impact future rental eligibility.

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11. Renter Responsibility for Guest Behavior: The renter is fully responsible for the conduct, actions, and behavior of all guests, vendors, and any other individuals attending or participating in the event. Any damage, vandalism, excessive mess, rule violations, or disturbances caused by guests or vendors will be treated as the renter's responsibility and may result in forfeiture of the refundable cleanup fee, additional charges for repairs or cleanup, and/or legal action if warranted.

12. Renter Obligation: The renter's obligations under this contract do not end if the renter leaves the venue prior to the conclusion of the rental period **unless:**

- All guests have vacated the premises
- All personal items have been removed
- Cleanup responsibilities have been completed
- The renter has notified the Operations Coordinator that the venue has been vacated.

Until such notification is received, the renter remains fully responsible for the venue, guests, and event conditions, including any damage, violations, or disturbances caused by guests or vendors.

13. Courtesy, Noise, and Neighbor Consideration: The Woods Park & Pavilion is located in a shared community space with nearby residential properties. Renters and guests are expected to be courteous and respectful of neighbors at all times. After **9:00 PM**, renters must ensure that noise levels—including music, amplified sound, and guest behavior—are kept at a reasonable level to minimize disturbance to surrounding properties. Excessive or disruptive noise may result in early event termination, or forfeiture of the refundable cleanup fee.

14. Parking and Property Boundaries: Parking is permitted only in designated areas approved by The Woods Park & Pavilion. Guests may not park on neighboring private property, beyond established property boundaries or in any areas not expressly approved for event parking. In particular, parking is **not permitted beyond the southern driveway property line**, including on neighboring lawns or adjacent land.

The renter is responsible for ensuring that all guests comply with parking restrictions and property boundaries. Any damage, disturbance, or complaints resulting from improper parking—including damage to neighboring properties—will be the responsibility of the renter and may result in forfeiture of the refundable cleanup fee, repair charges, or additional action if necessary.

If there are any questions regarding approved parking areas or property boundaries, renters must consult the Operations Coordinator for clarification prior to or during the event.

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15. Renter Conduct & Public Representation: By hosting a public event at The Woods Park & Pavilion and utilizing venue-provided promotional support, the renter acknowledges that the event may be publicly associated with the venue. As such, the renter agrees to conduct themselves—and to ensure all staff, vendors, volunteers, and participants conduct themselves—in a professional, respectful, and lawful manner at all times.

The renter is responsible for the behavior and actions of all individuals associated with the event, including but not limited to vendors, performers, volunteers, and attendees.

Harassment, discrimination, abusive behavior, unsafe practices, or mistreatment of vendors, guests, staff, or animals will not be tolerated.

Any conduct deemed by venue staff to be inappropriate, harmful, or damaging to the reputation of The Woods Park & Pavilion or Homeless to Home Animal Rescue & Cat Sanctuary may result in corrective action, including but not limited to removal of individuals from the premises, immediate termination of the event without refund, and/or denial of future rental opportunities.

I initialed the venue's copy of the rental contract to agree to conduct myself and my event in a professional, lawful, and respectful manner. I understand that if my actions damage the reputation of The Woods or Homeless to Home in any way, I may face various consequences.

16. Event Ownership & Promotional Disclaimer: The renter acknowledges that all public events hosted at The Woods Park & Pavilion remain the sole responsibility of the renter. The Woods Park & Pavilion and Homeless to Home Animal Rescue & Cat Sanctuary serve strictly as the venue and service provider and are not the organizers, hosts, sponsors, or operators of the event.

All promotional materials, including digital listings, social media posts, and printed materials, must clearly identify the event as independently hosted. Promotional language shall not imply that the event is organized, sponsored, or operated by The Woods Park & Pavilion or Homeless to Home Animal Rescue & Cat Sanctuary.

The following disclaimer, or substantially similar language approved by the venue, must be included in promotional materials where applicable:

This event is independently organized and hosted by [Renter]. The Woods serves as venue only.

Failure to comply with representation requirements may result in termination of promotional support and may impact the continuation of the event or future rental eligibility.

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17. **Failure to Comply:** Failure to comply with the rules, restrictions, or outlined clean up duties may result in the forfeiture of the refundable cleanup fee. The return of the cleanup fee will be subject to the approval of the Operations Coordinator, based on the condition of the venue after the event. Photos may be provided if the refund is withheld. If there are any questions as to whether something specific is allowed or disallowed, please ask the Operations Coordinator for clarification and/or written approval.
18. **Cancellation Policy:** In the event of a cancellation, the security deposit will be forfeited. Any additional payment made, including the refundable clean up fee or remainder rental fee, will be returned as long as the cancellation is more than one week prior to the event. If the cancellation is less than one week before the event, all payment will be forfeited. However, if the cancellation is due to weather, the rental fee and/or deposit may be refunded, subject to approval by the venue owners. Rescheduling may also be an option, subject to approval by the Operations Coordinator and availability.
19. **Liability:** The renter assumes full responsibility for any damages caused to the venue or its property during the event. Any repair or replacement costs will be the sole responsibility of the renter. Extensive damages will result in legal action.
20. **Our Thanks:** Thank you for choosing The Woods Park & Pavilion for your event. Your rental directly supports Homeless to Home Animal Rescue & Cat Sanctuary, helping provide care, food, and shelter for animals in need. We greatly appreciate your contribution to our cause.

I signed the venue's copy of the rental contract, agreeing to the terms and conditions outlined.

If you have any questions regarding the contract at any time, please contact our Operations Coordinator. Any adjustments or allowances must be in writing.