

# BANKquet Hall at Towne Square Arts & Business



## Contract Agreement/Rental Information

**Reservations:** Taken by calling 419-619-8822 up to one year in advance on a first come, first served basis, unless dates are scheduled consecutively. **Reservations are NOT made and confirmed until rental fee plus \$100 deposit and signed contract agreement are received by the proprietors. Reservations are only good for the day(s) indicated on reservation form. There is a \$100 extra charge for early entry the night before (based on availability).**

**Rental Fees (daily or hourly): \$75 PER HOUR OR \$350 FOR THE ENTIRE DAY.** Rental fees plus a \$100 deposit are paid at the same time reservations are made and are **PAYABLE TO EITHER DON HANSON OR MARY HANSON with signed BANKquet Hall Contract Agreement form.** Checks (preferred), cash (exact amount), and money orders accepted. Checks returned by the bank are subject to a \$25 service charge.

**Security Deposit:** The security deposit will be returned to the appropriate person within seven (7) business days following the event provided that BANKquet Hall rules are followed and facility is left CLEAN. Violations of BANKquet Hall rules will result in forfeiture of security deposit. Damages incurred, totaling over the \$100 security deposit, will be billed to the "Responsible Person" signing the Contract Agreement and an Incident Report filed.

**Cancellations:** If a cancellation is necessary at any time, groups have the right to reschedule once within a year from the original reservation date on a first come, first served basis. If cancellation occurs six months or more prior to the reservation date, groups have the right to claim 100% of the rental fee. If cancellation occurs less than six months from the BANKquet Hall reservation, 50% of the rental fee is nonrefundable. Cancellations must be made in writing by the "Responsible Person" signing the original BANKquet Hall reservation and contract. Any refunds granted will only be made payable to the "Responsible Person" who originally secured the BANKquet Hall reservation, signed the contract agreement, and provided the rental fee payment.

**Hours:** Available 9:00 a.m. to 9:00 p.m., unless other arrangements have been confirmed with the proprietors. If rental is approved by proprietors after 9:00 p.m., the rental rate is \$100 per hour from 9:00 p.m. until midnight. Clean-up must be completed and all occupants out by midnight.

**Kitchen/Food Service:** The BANKquet Hall does not provide catering. It is equipped with a service bar, an upright cooler, and a refrigerator/freezer. Catering is the renter's responsibility.

**Alcohol/Banned Substances:** Alcoholic beverages may be served under the supervision and responsibility of the renter, but not sold. **A \$100 CLEANING FEE WILL AUTOMATICALLY BE ADDED WHEN ALCOHOL IS SERVED.** Alcoholic beverages are permitted only inside the BANKquet Hall itself. Beer kegs may NOT be put inside the refrigeration or freezer units. Possession of alcoholic beverages is not permitted outside the building. Violators are subject to prosecution. No illegal drugs are permitted under any circumstances.

**No Smoking:** This is a NON-SMOKING facility. This includes all areas inside the building and near the front entrance outside the building.

**Sale of food/beverages/other items:** The renter may NOT sell items of any kind, unless the renter is a nonprofit organization (501c 3) selling/auctioning for the purpose of raising funds to benefit the community or a charitable organization. Prior authorization needs to be obtained before the event.

**Music:** The BANKquet Hall is equipped with a state-of-the-art sound system.

**Decorations:** Decorations may only be used on tables and chairs using clear tape ONLY to secure them. **Thumbtacks, staples, wire, tape, nails, or any other similar mounting devices are strictly prohibited on artwork, walls, floors, service bar area, windows, or railing.** All decorations must be completely removed, leaving no marks of any kind behind. No open flames; all candles must be contained in enclosed candleholders. **NO FOG MACHINES, SIDEWALK CHALK, OR CONFETTI (on tables or elsewhere).**

**Clean Up:** Clean up is renter's responsibility and must be completed by 9:00 p.m. unless other arrangements have been confirmed with the proprietors. Some cleaning products will be supplied. All areas must be cleaned thoroughly along with tables, chairs, spills, any human accidents (vomit, urine, feces, etc.), and all floors in the BANKquet Hall should be picked up and swept. Bring your own dish towels, rags, and sponges. They are not supplied. **PLEASE LEAVE THE FACILITY CLEAN.** Poor cleaning could constitute a loss of security deposit.

**Trash:** All trash bags will be supplied and must be tied and removed to dumpster out the rear door of the BANKquet Hall.

**Parking:** Parking is available in the city parking lot across from the building on Main Street. There is also free on-street parking.

**Occupancy:** Maximum of 75.

**Tables & Chairs:** Table and chair arrangement is responsibility of user. After use, all tables and chairs must be returned to their original configuration, cleaned, and decorations removed. NO standing on tables and chairs. Tables and chairs must remain inside.

**Directions:** Towne Square Arts & Business is located at 125 S. Main St., Fostoria, Ohio, at the corner of South Main and Tiffin Streets. The Fostoria Town Hall/police station is located across from the Towne Square on Tiffin Street.

**Acknowledgement:** User agrees to use and occupy the BANKquet Hall in a reasonable manner and shall comply with all applicable state and federal laws and all terms and conditions of this agreement. User agrees to accept full responsibility for any and all loss and expenses arising out of any liability, or claim of liability, for any injury or damages to persons or property sustained by anyone, for reason of the use or occupation of the premises under the Agreement, or by any act or omission of User or any of its officers, employees, and guests, and User shall pay for any and all damage to the property of the BANKquet Hall, or loss or theft of such property, done or caused by such persons. User agrees to hold harmless Towne Square Arts & Business and its officers from any and all loss, cost, and expenses arising out of any claim of liability as mentioned above. This agreement is not assignable. Renter should obtain insurance to provide protection from such losses or claims of liability.

<b>Visitors Information</b>
Type of Event _____
No. of guests _____
Contact/Responsible Person _____ Printed Name
_____ Signature
Address _____ _____
Phone _____

<b>Reservation Information</b>
_____ Today's Date
Date of Event _____
Arrival time _____
Departure time _____
Rental fee \$ _____ Deposit \$ _____
Will alcohol be served? _____ YES _____ NO (If so automatic \$100 cleaning fee will be added)
Cash _____ Check # _____
Amount rec'd \$ _____ Date _____
Signed by: _____

<b>Special Arrangements</b> (subject to approval of Proprietors)
_____

Keep this with your reservation as a handy reference.  
Don & Mary Hanson 20521 CR 109 Fostoria, OH 44830  
419-619-8822 (Don) 419-619-1652 (Mary)

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125 South Main Street Fostoria, OH 44830

**PLEASE MAKE CHECKS PAYABLE TO DON HANSON OR MARY HANSON**