



109 Harrison St., P.O. Box 386  
Galena, Ohio 43021  
740-965-2484, FAX 740-965-5424  
e-mail: [fiscalofficer@galenaohio.org](mailto:fiscalofficer@galenaohio.org)  
web site: [www.galenaohio.org](http://www.galenaohio.org)

# Galena Village Hall Reservation Application

Galena Village Hall facilities available for rent include the Council Chambers (including microphones and a sound system with seating capacity of approximately 115), the Community Room, the Conference Room, a kitchenette (refrigerator/freezer, sink, microwave, serving area, and serving dishes including large coffee pots), 18 rectangular tables, 2 round tables, and 70 chairs. We do not provide table cloths, plates, cups, or silverware.

The Village of Galena reserves the right to reject applications.

## PLEASE PRINT

Applicant's Name: \_\_\_\_\_ (18 years or older)

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Applicant's mailing address: \_\_\_\_\_

Applicant's E-mail address: \_\_\_\_\_

Name of Responsible Party to Contact in an Emergency (if different than listed above):

Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Responsible Party's mailing address: \_\_\_\_\_

## Galena Village Hall Rental Fees

### Deposit and Additional Fees

**Deposit** (Required to reserve a date): \_\_\_\_ \$100 Rcvd Check # \_\_\_\_\_ Date \_\_\_\_\_

The deposit can be waived if the group is sponsored by Village staff or Council members.

Sponsoring person: \_\_\_\_\_

The deposit is refunded if the property is cleaned up and there is no damage. If a check is issued more than 90 days ahead, it will be cashed and refunded within one month after the event if all is in good order. If the check is issued less than 90 days ahead, the check will not be cashed and will be returned after the event if all is in good order. If the property is left messy and must be cleaned; equipment is not returned to its original location; or anything is damaged, the deposit will be kept and any costs in excess of the deposit will be assessed to you for cleanup and repair of any damages. In extreme cases of damage or vandalism, legal authorities and your insurance company may be contacted as well.

## Village Resident Rental Rates

\_\_\_\_\_ \$25/hour \_\_\_\_\_ Date \_\_\_\_\_ Beginning Time to \_\_\_\_\_ Ending Time  
\$25 x \_\_\_\_\_ Hours = \$ \_\_\_\_\_ Rcvd Check # \_\_\_\_\_ Date \_\_\_\_\_

Per day rate (4 hours or more):

\_\_\_\_\_ \$100/day \_\_\_\_\_ Date \_\_\_\_\_ Beginning Time to \_\_\_\_\_ Ending Time  
\$25 x \_\_\_\_\_ Hours = \$ \_\_\_\_\_ Rcvd Check # \_\_\_\_\_ Date \_\_\_\_\_

## Non-Village Resident Rental Rates

\_\_\_\_\_ \$50/hour \_\_\_\_\_ Date \_\_\_\_\_ Beginning Time to \_\_\_\_\_ Ending Time  
\$50 x \_\_\_\_\_ Hours = \$ \_\_\_\_\_ Rcvd Check # \_\_\_\_\_ Date \_\_\_\_\_

Per day rate (4 hours or more):

\_\_\_\_\_ \$200/ day \_\_\_\_\_ Date \_\_\_\_\_ Beginning Time to \_\_\_\_\_ Ending Time  
\$25 x \_\_\_\_\_ Hours = \$ \_\_\_\_\_ Rcvd Check # \_\_\_\_\_ Date \_\_\_\_\_

## Non-Profit Organization Rental Rates

\_\_\_\_\_ \$0 \_\_\_\_\_ Date \_\_\_\_\_ Beginning Time to \_\_\_\_\_ Ending Time

## **Rules**

1. No smoking, illegal drugs, or weapons are permitted on Village premises.
2. You will not permit any abuse of the facilities or equipment.
3. All tables and chairs or any other furniture used will be returned to their original location.
4. No tape or push pins are allowed and all decorations will be removed after the event. This includes crepe paper, balloons, streamers, confetti, flowers, and any other decorative items.
5. All serving dishes and utensils should be washed, dried, and returned to the cupboards.
6. All consumable items are provided by you and no one should consume items belonging to the Village.
7. Candles are permitted only for ceremony purposes and not at receptions. Please place plastic or vinyl under lit candles to catch drippings.
8. You will be responsible for seeing that all trash and garbage created by the group is placed in the trash receptacles provided outside.

## **Indemnification Agreement**

The above named applicant who acknowledges authority to sign this *Agreement* for the applicant, or the organization represented by the applicant, agrees to hold harmless the Village of Galena, its agents, employees, officers, and elected officials from any and all claims relative to any loss of any nature whatsoever suffered by the applicant, the applicant's group, or the applicant's guests or invitees while utilizing the Village of Galena Village Hall pursuant to this *Agreement* whether or not there is a loss for personal injury, death, or any loss to any personal property. The applicant acknowledges that this *Indemnification Agreement* is a condition of consent to utilize the premises and that the applicant, or the organization represented by applicant, agrees to pay for any damages to the facilities as a result of their use of the facility.

Name (printed): \_\_\_\_\_ Signature: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ Witnessed by \_\_\_\_\_