



## LIVINGSTON HOUSE RENTAL APPLICATION

**Application must be submitted 30 days prior to scheduled event\***

Please complete online or return to Reynoldsburg Parks & Recreation, 7232 East Main Street, Reynoldsburg, OH 43068. Submission of an Application does not constitute approval. Approval is given according to the LIVINGSTON HOUSE RENTAL AGREEMENT POLICY, availability, and when a permit is issued.

<b>Renters Name:</b>		<b>Date Reserved:</b>		
<b>Organization Name (Optional):</b>		<b>Time Frame of Rental:</b>	1 – 4 Hours	4 – 8 Hours
<b>Renters Address:</b>		<b>Time Needed:</b> <small>(The time you write down will be the time the doors will open/close for you)</small>	_____AM/PM	OPEN
<b>Renters Email:</b>		<b>Estimated Attendance:</b>	_____AM/PM	CLOSE
<b>Renters Phone:</b>		<b>Do you need the china cleared from the Dining Room Table prior to your event?</b>	Yes	No
<b>Date of application:</b>		<b>Other Rental Space Requests:</b> <small>(Fees to be determined based on event)</small>		

\*At the discretion of Parks and Recreation staff

<b>Type of Event:</b>			<b>Is your event open to the public?</b>	Yes	No			
<b>Food Truck? (Renters are not permitted to charge attendees for food)</b>	Yes	No	<b>Amplified music/sound?</b> <small>(Note: Sound equipment must not be operated so as to be plainly audible at a distance of 100 feet or more).</small>	Yes		No		
				<b>If yes, source:</b>	<b>Band</b>	<b>DJ</b>	<b>Speaker/PA</b>	<b>Other:</b>

Rental Fees	
Rental Times:	Resident & Non-Resident Rate:
1 – 4 Hours	\$65
4 – 8 Hours	\$100

- The rental fee is due at the time reservation.
- Holiday rentals (New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas) are subject to rent at the discretion of Parks and Recreation staff.
- Any cancellation must be received 5 days prior to the event to receive a full refund.
- If the City of Reynoldsburg cancels your event; you will receive a full refund.
- The house is limited to 25 adult guests maximum.
- Any group of persons permitted to use the property shall be responsible for any damage done to the Livingston House over and above ordinary wear.

I verify that the information on this Application for Senior Center Application form is correct. I have read the Application and agree to all provisions listed in the LIVINGSTON HOUSE AGREEMENT RENTAL POLICY, Rules and Regulations and disclaimers applied to permits and will communicate this information to participants. Reservation is not scheduled until formal signed agreement is returned to renter from Reynoldsburg Parks & Recreation.

**RENTER**

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

Office Use - RPRD

Request Received/Date: \_\_\_\_\_

Approved By/Date: \_\_\_\_\_

Rental Amt Due: \_\_\_\_\_ Date Rental Paid \_\_\_\_\_