



Thank you for considering a rental of German Village Society Meeting Haus rooms! We're happy to have you and your guests experience a slice of our historic neighborhood.

We provide a building manager for most non-member events so that we can have our Visitors Center – visited by 10,000+ people from all over the world – open as part of your event experience. Included in your rental fee is use of 144 folding chairs, 15 8-foot tables and a 6-foot table, plus six cocktail (elbow-height) tables. You may use the catering kitchen and full-sized refrigerator/freezer during your event.

Frequently Asked Questions

Why do we rent out our facility? We want to be a good neighbor and to serve our community. Plus, rentals are often the FIRST reason people are introduced to the German Village Meeting Haus – the heart of our nonprofit.

Why do we charge for rentals? We must cover the cost associated with your use of the building; for example, labor, utilities, upkeep and repair.

What We Provide:

- A clean building with an elevator.
- A building manager, who serves as an ambassador to the neighborhood for your guests, and as a point of contact for the hosts or caterer during the event.
- A state-of-the-art audio/visual system.
- A custodian who cleans up after the event, but you must first return things to the way you found them.
- A venue to serve your guests alcohol (not to sell) for just the cost of the liquor you provide. There's no upcharge and you don't need a permit, so long as you are not selling tickets or alcohol by the drink.
- Connections to additional parking nearby in German Village.
- A list of our member, preferred caterers.

What We Do Not Provide

- Decorations or typical party furniture, such as linens, chair coverings, serving trays, etc. On occasion, you may find your event scheduled during one of our art exhibits and have some built-in decoration in Fest Hall.
- Parking spaces beyond what you see out front.
- Set-up, tear-down, service during the event.
- Our logo or branding for your cross-promotional use without permission.





German Village Society Meeting Haus Rental Agreement

This agreement is made this _____ day of _____, 20__ by and between the German Village Society (the “Society”) and _____(the “Renter”) in consideration of the promises and payments described below.

Terms and Conditions:

1. RIGHT OF USE:

The Meeting Haus is primarily for the use of our non-profit, tax exempt, charitable organization in carrying out the mission of the German Village Society, and Society functions will always take priority for building use. The Society hereby grants the Renter the use of the German Village Society Meeting Haus (the “Facility”) on the time(s) and date(s) for recreation and/or social activities, subject to all terms and conditions of this agreement. The Society reserves the right to deny use of the facility to individuals or organizations that a) conduct or advocate illegal activities in the facility, b) any person or organization not complying with the Society’s policies and procedures. The Society reserves the right to remove from the facility any such individuals or organizations or to require the Renter to remove such persons or organizations.

2. EVENT RATES:

The rates to be paid by the Renter are as set forth in this agreement. In addition, the Renter is to pay the deposit described below and is to comply with all terms and conditions of this agreement.

	Fest Hall	Scheurer Room	Kitchen	Visitors Center
Hourly Rate During Business Hours*	\$100/hour	\$40/hour	\$25/hour	\$25/hour
Hourly Rate During Off Hours**	\$150/hour	\$90/hour	\$35/hour	\$35/hour

GVS and GVBC donors whose annual gift (membership) is less than \$249/year and who is in good standing receives a 20% discount on the above prices; annual gifts above \$250 receive 50% off. Nonprofits receive a 20% discount.

Serving members of an elected body who choose to rent the Facility for open constituent meetings pay a flat \$25 fee.

German Village Society Committees and German Village Commission only may use the Facility at no cost.





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3. FACILITY HOURS:

*Rentals are available during Visitor Center open hours: Monday-Friday 9 a.m.-4 p.m., Saturday 10 a.m.-2 p.m. and Sunday April-December from noon-3 p.m. These are considered “open hours” rates. **Rates “after hours” are set on a different schedule to accommodate extended time for building crew. **Rentals are not often available Monday-Thursday from 4 p.m. onward as the building is in high use by the German Village Society and its community at these times.**

Private parties, receptions or corporate events require a German Village Society building manager on site at all times the building is occupied by Renter. All events must end and all cleaning be completed by midnight. All or part of the deposit may be forfeit if cleanup goes beyond midnight. **It is required that events have a stated end time of 11 p.m. to accommodate cleanup by midnight. Any alcohol service must end by 11 p.m.**

4. DEPOSIT:

The deposit rate is due upon signature of contract in the acceptable form of cash, check or charge. If paying by check please make payable to **German Village Society**. There is a \$50 fee for returned checks. The Facility is not considered booked until the deposit and signed contract are received from the Renter. The full rental rate is due seven (7) business days prior to event. Failure of the Renter to make this payment will terminate this agreement.

Reservations are accepted up to one year ahead for non-Society functions. At the time of reservation and of signing this agreement, the Renter is to pay a refundable deposit rate of \$150. All payments should be made to the Society by cash, check or charge. If paying by check please make payable to **German Village Society**. The deposit is in addition to the rental fee and will be returned to renter, less fees or damages, at the conclusion of the event. This deposit shall secure the promise of the Renter to leave the facility in the same condition as required for performance of the terms and conditions of this agreement.

Deposits are refunded within two weeks of the event pending satisfactory cleanup of event and assuming the Society does not incur any additional expenses directly related to Renters event. Facility must be left in the same condition as prior to event including other rooms, kitchen areas, restrooms, floors, trash and recycling removal off site. Cleaning crew will be billed against the deposit at the rate of \$50/hour. If cleanup or any damage to the property exceeds the deposit amount, the Renter is responsible and will be billed for cleanup, repairs, etc.

6. CATERING/FOOD/BEVERAGES:

We recommend our approved caterers for events at Facility if a caterer is used. Renters may bring in their own food. Approved caterers include: Katzinger's (call Michelle at 228-3354), Panera (call Felicia at 614-429-8260), Schmidt's (call Andy at 614-444-5050), LA Catering (call Vanessa at 614-437-2908), Two Caterers (call Angela at 882-7323) and Made From Scratch (call Shelley at 614-873-3344).

Even when a caterer is used, Renter is ultimately responsible for final condition of Facility and may forfeit





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deposit if cleaning conditions are not met. The kitchens are to be used for final preparations and serving only. Neither kitchen may be used for cooking. Alcohol may be consumed at the Facility but the sale of alcohol is prohibited as the German Village Society Meeting Haus does not have a liquor license. Nonprofits holding a fundraiser in the facility may secure a single-use alcohol permit if required by state law. It must be on file with German Village Society 1 day before the event.

7. COVENANTS OF RENTER:

A. That the Society shall not be held liable for loss, exchange or theft and/or damage to personal property, accidents or injuries of the Renter, its agents and guests while using the Facility. Any activities taking part during the time period by this agreement shall be under the sole direct supervision and control of the Renter or its designated representative.

B. To be responsible for all damage to the facility resulting from its use under this agreement; to pay to the Society upon demand such sum that is necessary to restore the Facility and/or equipment to its former condition if damaged as a result of use under this agreement. Damages will be reviewed and assessed by the Society Executive Director or designee. The Renter is to leave the Facility at the end of the term in the same condition as it was when the rental term commenced.

C. To comply with all laws of the United States and of the State of Ohio; and to comply with all ordinances, rules, policies, regulations and requirements of the City of Columbus

D. That the Renter or its designated representative is required to be present at the German Village Society Visitors Center for the duration of the event.

8. CANCELLATION POLICY:

To cancel this agreement, the Renter must contact the German Village Society office (614-221-8888). We get it—life happens! There is no fee for cancellations, but we ask the courtesy of a 48-hour notice.

9. FACILITY USAGE UNDERSTANDING BY THE RENTER:

Renter understands and agrees to comply with the following additional limitations on use of the facility:

A. Upon arriving, the Renter shall meet with the Society building manager to make an inspection of the Facility and to note any new irregularities and damages which exist.

B. You may use non-marking methods of securing decorations; however, nails, tacks, tape and staples are not allowed. No confetti, glitter, sand, rice, birdseed or fireworks are allowed on the premises. All decorations must be removed. Props, floral arrangements, live plants and weighted helium balloons are welcome. **NAILS, TACKS, TAPE AND STAPLES ARE NOT ALLOWED.** You may use wire or other non-marking methods of securing decorations. **NO OPEN FLAMES OR CANDLES ARE ALLOWED (UNITY CANDLE IS ONLY EXCEPTION).**

C. The kitchen facilities are to be used for staging, plating and organization only. Kitchen facilities are adjacent to each space. Kitchen includes counter space, refrigerator, microwave and sink. No other kitchen supplies are





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provided and there is no cooking inside the facility. Heating appliances such as coffee pots, small heating ovens, microwaves, other small appliances and hot boxes may be used as long as they do not require more than 110 volts 20 amp services. Please check with Facility staff or building manager to make sure such appliances are acceptable. The kitchen is for storage of off-site prepared foods and beverages, serving, and clean-up only. Warming dishes are permitted (i.e. crock pots, chafing dishes). Renter/Caterer may use microwaves. Renters and Caterers may use available refrigeration space during the function, but all food and beverages must be removed from the Facility at the end of the event. Any leftover items will be disposed of for either a fee or loss of deposit. **NO FOOD PREPARATION PERMITTED ON SITE.**

D. Caterer's from the pre-approved caterers list (see 6 above) are strongly recommended as they are familiar with our building and policies. While we encourage supporting local business in German Village, any caterer may be used upon approval and proper licensing. Have the caterers provide food service license to German Village Society 3 days in advance of event.

E. DVD and audio equipment, plus a hookup for your computer, are to be used only by the Society building manager or with express permission of GVS staff.

F. Table and chair setup and tear down is not included in rental rate. Renter is in charge of room setup and tear down and the proper placement of tables and chairs to the correct storage location. Improper or incomplete tear down may result in the loss of part or all of Renters deposit.

G. The Society must be notified of ALL deliveries. Deliveries must be scheduled in advance. Deliveries for Saturday evening and/or Sunday events may be made on Saturday between 10 a.m. and 2 p.m.

H. Trash receptacles and can liners will be made available by German Village Society, but must be set up by renter or caterer. Renters and caterers must remove all trash from the premises before leaving the facility or there will be a loss of deposit or additional fee charged.

I. Recycling containers (plastic bottles and cans) can be made available if requested in advance. Recycling items are to be removed from the Meeting Haus at the conclusion of the event. The Kroger Brewery District (150 West Sycamore Street, Columbus, OH 432115) has exterior recycling bins that are available 24/7.

J. Rental equipment must be removed at the end of the function, unless arrangements have been made in advance with the Facility Staff. There may be a fee involved in such arrangements.

K. Any items left in the Facility including food, trays, glasses, beverages, paper products or any such supplies will be disposed of and there may be an additional charge which will be deducted from the deposit.

L. All countertops, sinks, appliances and floors must be left in in clean condition in which they were found or the Renter is subject to loss of all or part of the deposit. Basic cleaning supplies for countertops, sinks, etc. are provided under the sink in each kitchen. Brooms and dust mops can be provided by the Facility staff. The wood floors in the Fest Hall should not be wet mopped. Towels, wash cloths and disposables such as paper towels





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must be provided by the Renter or Caterer.

M. Entertainment and/or music are subject to Society' discretion and must be cleared through staff.

N. Limited parking is available on the Society's Meeting Haus Platz. Some areas of German Village have restricted street parking. Be advised that Renters and guests of renters park at their own risk.

For assistance with additional parking:

- Premier Parking (740.817.0807) for valet services
- The Livingston United Methodist Church, 200 E. Livingston Ave. 614-224-2006 in consideration of a donation to their Food Pantry
- St. Mary Catholic Church 684 S 3rd St Columbus, OH 43206 (614) 445-9668 Contact Ann
- Golden Hobby Shop, 630 S. Third St. 614-645-8329 for a monetary donation to help support their facility

O. The Meeting Haus is considered a smoke-free environment. Smoking is permitted outdoors. Cigarette butts must be placed in container provided. Please request the container at booking.

P. The Society assumes no responsibility for damage to or loss of any property of Renter or others brought into the facility prior to, during or after Renter's use. Renter is responsible for any damages by Renter or Renters' guests.

10. SCHEDULE OF CHARGES:

Day & Date of Event _____	Arrival Time _____	Departure Time _____
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Rental Rate \$ _____ Deposit Paid \$ _____ Balance Due \$ _____

Balance Due Date _____ **Head Count** _____

By signing below, Renter represents that he or she has read, understands, and agrees to be fully bound by the terms of this Agreement.





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RENTER:

_____ Date
Signature of Renter
Responsible for Payment & Damages

_____ Date
German Village Society Representative

CONTACT INFORMATION

Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

E-mail: _____

