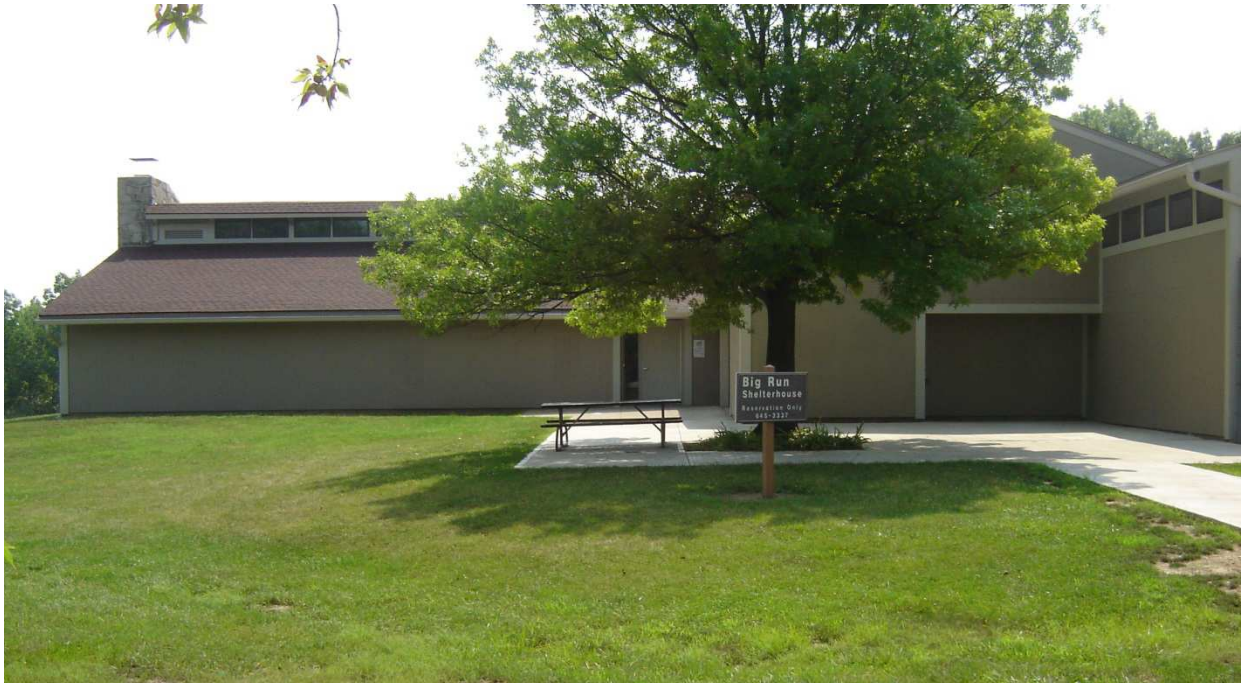
Big Run Shelterhouse

4201 Clime Road

Columbus, OH 43228



COLUMBUS
RECREATION AND PARKS

614-645-3337

www.columbus.gov/crpdrentals

COLUMBUS RECREATION AND PARKS
PERMIT AND RENTAL SERVICES SECTION
SHELTERHOUSE FEES AND AMENITIES
BIG RUN SHELTERHOUSE

Rental Fees

- Morning – 8am-12pm - $280
- Afternoon – 1pm-5pm - $280
- Evening – 6pm-11pm - $350
- The price will continue to be $70 per hour, but the entire time block must be rented.
- If multiple time blocks are rented, the hour between blocks will be included at no additional charge.
- Alcohol Service Agreement if signed and paid more than 15 calendar days prior to event date - **$175***
- Alcohol Service Agreement if signed and paid 15 calendar days or less prior to event date - **$275***
- ***Please see "Alcohol Service Agreement" for additional requirements regarding alcohol use***
- All Fees Are Subject to Change Without Notice

Big Run Shelterhouse Amenities

- Central Heat and Air Conditioning
- Handicap Accessibility
- 175 Person Capacity
- Kitchenette, Microwave, Sink, Counter Space
- Full Size Refrigerator with Top Freezer
- Gas Fireplace
- Park Contains Swing Set in Immediate Area

What does CRPD provide?

- Tables – Twenty-four **(24)** 8' x 2.5' Banquet Tables and One **(1)** 5' Round Table
- Chairs – 175
- Advanced set-up of tables and chairs, complete attached diagram
- Trash bags and trash cans
- Toiletries
- Cleaning supplies – We ask that you place trash in provided receptacles and staff will remove trash from the building and handle all major cleaning duties
- On-site attendant for the duration of your rental

COLUMBUS RECREATION AND PARKS
PERMIT AND RENTAL SERVICES SECTION
SHELTERHOUSE CANCELLATION POLICY

Any cancellation requested 30 calendar days or more prior to the event date will result in a cancellation fee equal to 50% of the total permit fee. Any cancellation requested less than 30 calendar days prior to the event date will result in a cancellation fee of 100% of the total permit fee. Alcohol Service Agreement fees are non-refundable. All cancellations must be requested Monday through Friday, excluding all City Holidays, between the hours of 8:00am and 4:00pm.

Changes to your original permit, other than adding time to your original reservation, will require a $25.00 processing fee, per change. Changes, including requests for additional time, may not be considered less than 15 calendar days prior to the event.

New rental requests and requests for additional time in association with an existing rental made less than 15 calendar days prior to the event will be charged an increased hourly rental rate if the request(s) can be accommodated. Any rental request(s) made less than 15 calendar days prior to the event are not guaranteed to be accommodated.

If you have any questions or concerns about the rules, cancellation policy, or require any additional information in regards to your rental, please contact the Permit and Rental Services Section (614-645-3337) prior to your scheduled event (Monday through Friday 8:00AM to 4:00PM).

***This Policy is Subject to Change Without Notice*

COLUMBUS RECREATION AND PARKS
PERMIT AND RENTAL SERVICES SECTION
SHELTERHOUSE RENTAL RULES

Permit Holder and guests are subject to the regulations set forth in Chapter 919 of Columbus City Code. Permit holder and guests are also subject to Recreation and Parks Administrative Rules, in addition to the following conditions:

1) Your rental is for the time and specific location stated on your permit. Groups will not be permitted to enter the facility until the scheduled start time and must vacate the facility by the time the permit expires (this includes any time needed for decoration removal and trash pick-up). If you need additional time for decorating, set up, or deliveries, you must schedule and pay for this time when making your reservation.

2) Unless an Alcohol Service Agreement is obtained from the Permit and Rental Services section prior to your event, alcoholic beverages are not permitted in Recreation and Parks facilities. As part of this Agreement, all alcohol must be served by an Approved Beverage Contractor. Possession of alcoholic beverages, without an Alcohol Service Agreement and/or service of alcoholic beverages by anybody other than an Approved Beverage Contractor will result in immediate cancellation of permit/rental without refund. Those who fail to comply with all alcohol policies will be removed from the premises by the Columbus Police Department.

3) Do not park any vehicles on the grass or along roadways. All vehicles must be in designated parking spaces. If you or members of your group have special needs, you should inform our office prior to your event to ensure that the facility of your choice can effectively accommodate you.

4) Tables and chairs cannot be removed from inside of the facility at any time, for any reason.

5) Permit Holder must be 21 years of age or older and is responsible for the group's conduct and usage of the facility. It is the permit holder's responsibility to supervise all guests, including children and minors. Permit holder cannot sublet the facility/rental under any circumstances. Any group who abuses the facility or violates rules and regulations will be asked to leave and charges for damages will be assessed. Any abuse of CRPD staff is grounds for permit/rental forfeiture. If any group or individual is asked to leave the premises, they must do so promptly and forgo any refund.

6) Each enclosed shelterhouse has a limited occupancy based on fire code. You may not exceed maximum occupancy. Failure to comply may result in forfeiture of your permit/rental.

7) Smoking is not permitted in any Recreation and Parks facility.

8) No money or tickets can be exchanged or collected on the premises. The facility is not to be used for moneymaking ventures. Games of chance, including raffles, are specifically prohibited by city code. The Permit Holder is solely responsible for ensuring their compliance with Ohio Revised Code 2915, regarding gambling.

9) No water balloons or water guns are permitted inside of the facilities nor are they permitted to be filled inside of the facilities.

10) In regards to decorations: no confetti, glitter, or similar materials may be used for decorations or thrown in or around the facilities. Smoke machines, bubble machines, fog machines, and similar devices are not permitted inside the facility. No staples, tacks, or other damaging materials can be used in the facilities. No tape can be used on the floor or walls.

11) No fireworks, Japanese lanterns, or similar items are permitted to be used inside OR outside of rental facilities.

12) Music must be kept at a reasonable volume at all times. City code states that music should not disturb other guests in the park, facility, or adjacent areas.

13) Piñatas may not be tied to any part of the enclosed shelterhouses (beams, supports, etc.) nor may they be tied to any natural feature outside in the parks (trees, bushes, etc.). Permit holder and guests are responsible for the cleanup of any debris from piñatas.

14) Inflatable devices including bounce houses and/or similar devices are not permitted unless you make arrangements with the Permit and Rental Services Section prior to your event. The permit holder must provide proof of public liability insurance, naming the City of Columbus as additionally insured, for the date of the event at least 15 calendar days prior to the rental. If the use of such equipment has been approved, they may not be used inside of the shelterhouses and may only be used outdoors, at locations designated by our office. Dunk tanks are not permitted.

15) No animals are permitted in the enclosed shelterhouses with the exception of service animals (i.e. guide dog).

16) The rental permit is granted on the condition that if the facility is needed for Recreation and Parks Department emergency usage, Grantee agrees to forego use of facility with a full refund.

17) The Permit Holder agrees that they will not discriminate against any participants because of race, religion, sex, sexual orientation, national origin, ancestry, age, handicap, or veteran status.

18) The Permit Holder hereby agrees that the use of such Recreation and Parks Department facilities and equipment shall be upon conditions listed above and at the exclusive risk of applicant and his/her guests and agents. The Permit Holder further agrees to indemnify and save harmless the City of Columbus from any and all claims, suits, loss, damage or injury to persons or property of any kind or nature whatsoever occurring to the Permit Holder and his/her guests or agents as a result of the use of, or activities engaged in the facilities, or use of equipment. Permit Holder hereby agrees to indemnify and hold harmless the City of Columbus if they violate the law.

BIG RUN PARK SHELTER

PLEASE FILL OUT DIAGRAM WITH DESIRED TABLE SETUP

FAX BACK TO: (614) 645-0686 ATTN: PERMITS

OR DROP OFF AT: THE JERRY HAMMOND CENTER
1111 EAST BROAD STREET; SUITE 103
COLUMBUS, OH 43205

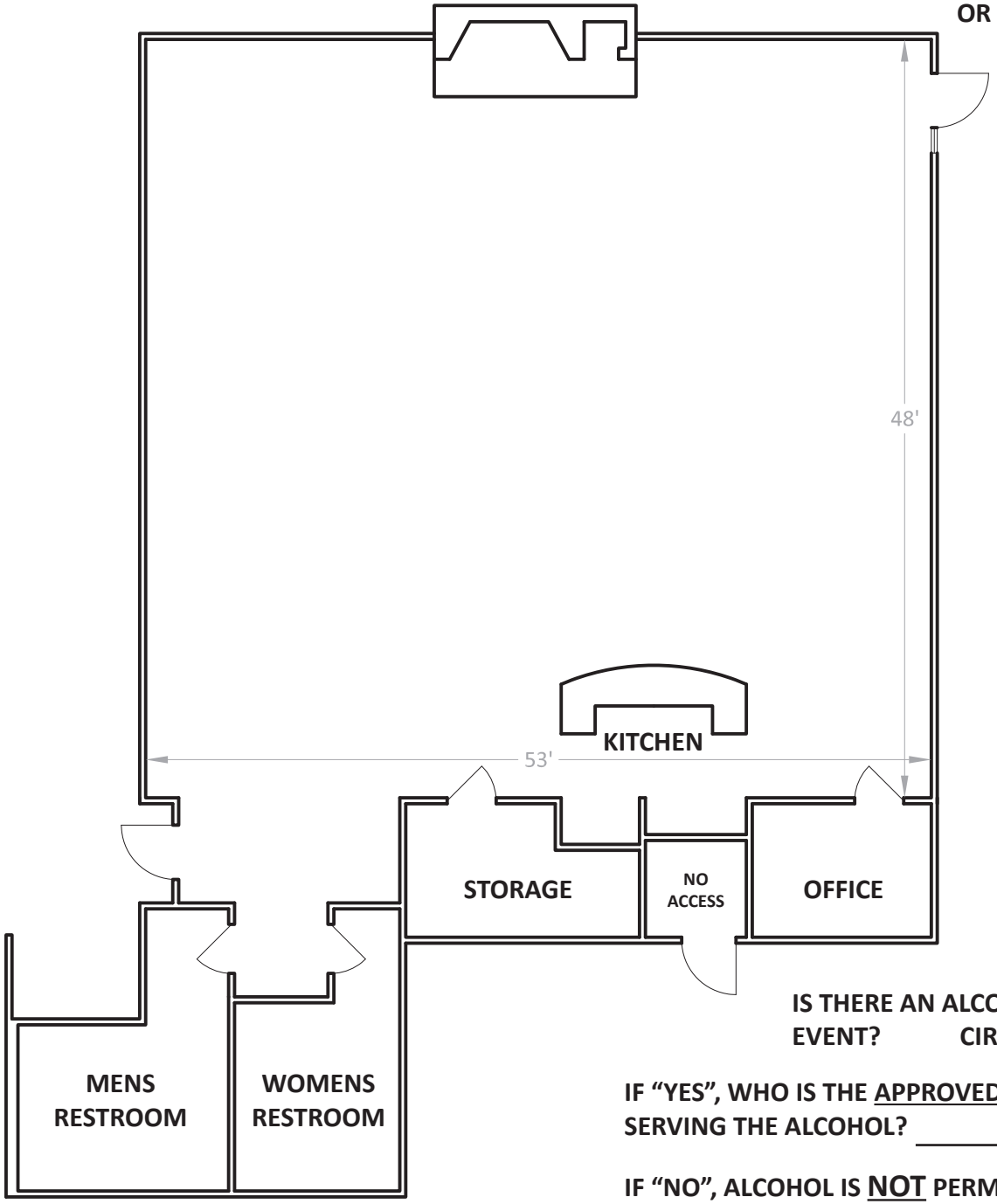


TABLE TYPES

BANQUET TABLE (8' x 2.5')
TWENTY-FOUR (24) AVAILABLE

ROUND TABLE (5')
ONE (1) AVAILABLE

*EACH TYPE FITS 8 PEOPLE PER TABLE
(MAXIMUM OCCUPANCY = 175)

NAME OF PERMIT HOLDER: _____

EVENT TYPE: _____

DATE OF EVENT: _____

TIME OF EVENT: _____ NUMBER OF GUESTS: _____

IS THERE AN ALCOHOL SERVICE AGREEMENT IN ASSOCIATION WITH THIS EVENT? CIRCLE ONE: YES NO

IF "YES", WHO IS THE APPROVED BEVERAGE CONTRACTOR THAT WILL BE SERVING THE ALCOHOL? _____

IF "NO", ALCOHOL IS NOT PERMITTED ON THE PREMISES.

COLUMBUS
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