

Lashutka Event Center

3479 Riverside Drive
Columbus, OH 43221



614-645-3337

www.columbus.gov/crpdrentals



**COLUMBUS RECREATION AND PARKS
PERMIT AND RENTAL SERVICES SECTION
RENTAL FEES & AMENITIES, LASHUTKA EVENT CENTER**

Rental Fees:

- Morning – 8am-12pm - \$500
- Afternoon – 1pm-5pm - \$500
- Evening – 6pm-11pm - \$625
- The price is \$125 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

Amenities

- Central Heat and Air Conditioning
- Handicap Accessibility
- 50 Person Capacity
- Separate Kitchen, Microwave, Sink, Counter Space
- Full Size Refrigerator with Top Freezer
- Outdoor Patio

What does CRPD provide?

- Tables – **(6)** 8' x 2.5' Banquet Tables. **(10)** 5' Round Table, and **(4)** 3' Cabaret Tables
- Chairs – 50
- 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
HELPFUL INFORMATION, LASHUTKA EVENT CENTER**

The physical address of the facility is: **3479 Riverside Drive
Columbus, OH 43221**

Table Information

(10) – 60" (5') round tables

(6) – 8' by 2.5' banquet tables

*Eight guests can be seated at each table type comfortably.

(4) – 36" (3') cabaret style tables

Chair Information

(50) – Chairs (Mity Lite Swift Set Stacking Chairs; Black on Black)

Chair Measurements: Overall Height: 34.5" (Seat Height is 18.5")

Width: 20.5"

Seat Depth: 16"

All tables and chairs provided by Columbus Recreation and Parks (CRPD) must stay inside of the Lashutka Event Center at all times. No tables and chairs, other than the cabaret tables, provided by CRPD may be set up on the patio. You are welcome to bring equipment for this purpose from an outside source.

Adequate parking is available for groups up to 50 people in the lot near the Griggs Marina south of the facility within Griggs Park. Limited parallel spaces are also available along the roadway to the west of the facility along the park road.

A diagram of the facility is available upon request or within this packet. Please turn in a sketch of your desired set-up prior to your event. Please be sure to write the date of your event on the diagram before sending it. Send to:

BY FAX: (614) 645-0686 (Attention: Permits)

BY MAIL OR IN PERSON: The Jerry Hammond Center
Columbus Recreation and Parks
Permit and Rental Services Section
1111 E. Broad Street, Suite 103
Columbus, OH 43205

If you have any questions or concerns in regards to the facility and/or your rental, please contact the Permit and Rental Services Section at (614) 645-3337.

Thank you for your patronage and have a wonderful event!



**COLUMBUS RECREATION AND PARKS
PERMIT AND RENTAL SERVICES SECTION
LASHUTKA EVENT CENTER 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.

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 RENTAL RULES; LASHUTKA EVENT CENTER

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 outside of the designated parking areas. 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, other than the cabaret style tables, 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) The maximum occupancy of the Lashutka Event Center is 50. 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. This includes electronic cigarettes, vaporizers, etc.
- 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; if sounds can be heard outside of the building, it is too loud. City code states that music should not disturb other guests in the park, facility, or adjacent areas.
- 13) Piñatas are not allowed in any part of the Lashutka Event Center (beams, supports, etc.) nor may they be tied to any natural feature outside in the park (trees, bushes, etc.)
- 14) Inflatable devices, trampolines, slides, dunking tanks, and/or other similar devices are not permitted under any circumstance.
- 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.

LASHUTKA EVENT CENTER

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')
SIX (6) AVAILABLE

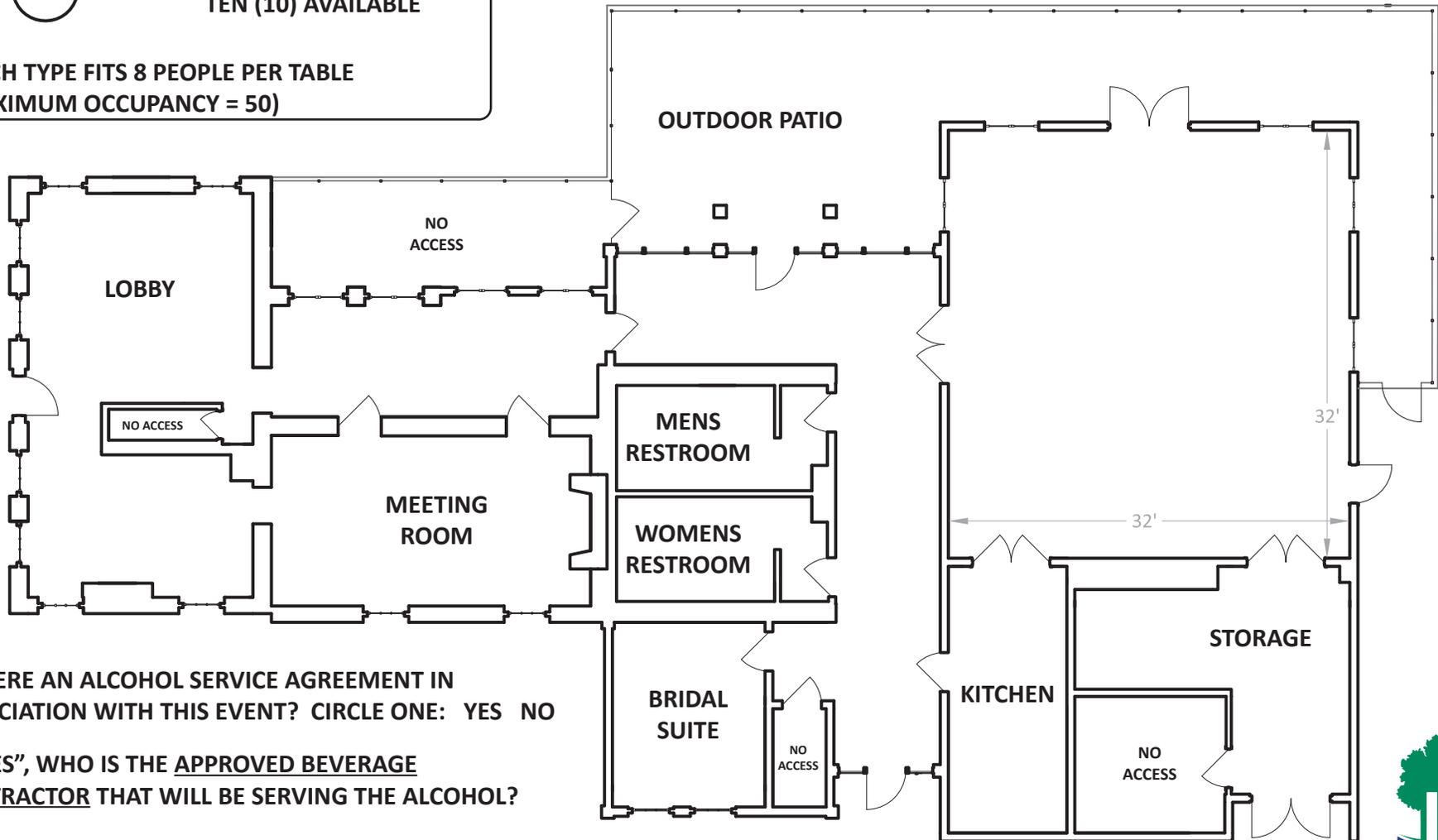


ROUND TABLE (5')
TEN (10) AVAILABLE

*EACH TYPE FITS 8 PEOPLE PER TABLE
(MAXIMUM OCCUPANCY = 50)

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.





Durable Lightweight Tables & Chairs

SwiftSet® Stacking Chair

SPECIFICATIONS

Seat Height	Overall Height	Width	Weight	Seat Depth	Footprint
18.5" (47cm) banquet	34.5" (88cm)	20.5" (52cm)	11 lbs. (5kg)	16" (40cm)	23" L x 21" W (58 x 53cm)

Legs: Legs are made of 1"x .625"[2.5cm x 1.6cm]x 14 gauge oval steel tube. Back frame is made of 1" x .625" [2.5cm x 1.6cm] x 16 gauge oval steel tube.

Seat, Back & Base: Seat pan and back are injection molded using toughened, UV stabilized, polypropylene. Chair base is injection molded using fiber reinforced, UV stabilized polypropylene. Plastic is molded in a variety of colors. Ten steel blind rivets .47" [12mm] diameter (6 for back, 4 for seat) are used for attaching the seat to the base and the back to the back frame.

Frame Finish: Steel finish is electrostatically applied, heat cured, powder paint formulated for outdoor use.

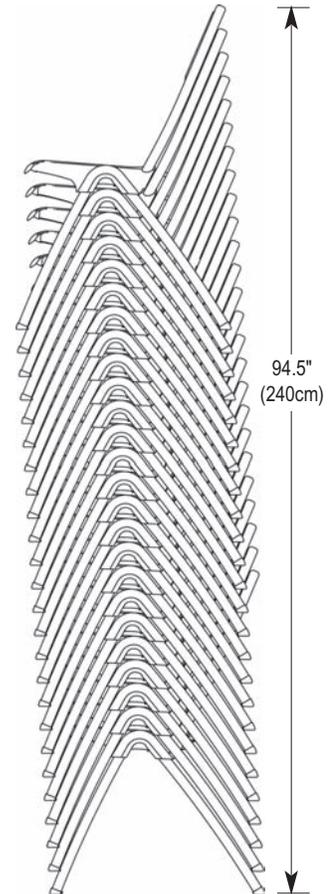
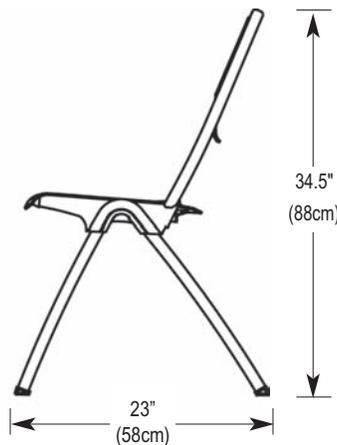
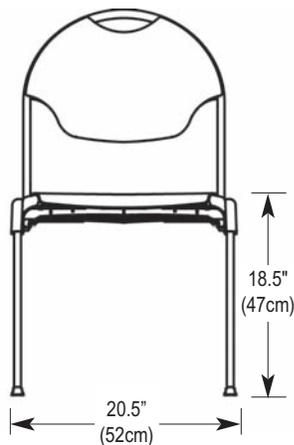
Feet: Feet are injection molded using a non-marring thermo-plastic elastomer. Combined foot to floor contact is no less than 3.4 square inches [22 square cm].

Stacking: The shape and construction of the chair provides stable, positive indexing when stacked. Stacking density is

34.5" [87.6cm] for the first chair and 2.5" [6cm] for each chair thereafter. Maximum stack height is 25 chairs. Forward progression of each chair as it is stacked shall be 3/16" [5mm] maximum.

Performance Specification: The chairs shall support a 1,000 lbs [454 kg] static load without collapsing or permanent deformation of frame or legs.

Warranty: SwiftSet® Stacking chairs are warranted to be free from defects in materials and workmanship under normal use, service, and handling for twelve (12) years from the date of purchase.





COLUMBUS RECREATION AND PARKS DEPARTMENT
PERMIT AND RENTAL SERVICES SECTION
ALCOHOL SERVICE AGREEMENT

Eligible sites include the following:

- Antrim Park Shelterhouse, 5800 Olentangy River Rd.(43085)
- Big Run Park Shelterhouse, 4201 Clime Rd. (43228)
- Big Walnut Park Shelterhouse, 5000 E. Livingston Ave. (43227)
- Goodale Park Shelterhouse, 120 W. Goodale St.(43215)
- Griggs Boathouse (Scioto Room), 3033 Thoburn Rd. (43221)
- Lashutka Event Center, 3479 Riverside Dr. (43221)
- North Bank Park Pavilion, 311 W. Long St. (43215)
- Retreat at Turnberry Shelterhouse, 11680 Refugee Rd. (Pickerington - 43147)
- Westgate Park Shelterhouse, 3271 Wicklow Rd. (43204)
- Whetstone Park (Park of Roses) Shelterhouse, 4015 Olentangy Blvd. (43214)
- Wolfe Park Shelterhouse, 105 Park Dr. (43209)

There is a **\$175 service fee** for the privilege of having alcohol at these sites, in conjunction with the Alcohol Service Agreement. This *service fee* is in addition to the regular rental rates for the facility. The permit holder must be a responsible adult, age 21 or older, with proof of identification. The permit holder must pay the *service fee* and sign the Alcohol Service Agreement in person, in order to receive this privilege. The Columbus Recreation and Parks Department (CRPD) will accept a valid driver’s license or other valid State (USA) picture identification containing the date of birth as a substitute for a driver’s license. The Agreement will be kept on file as proof of acceptance of any liability associated with the privilege of serving alcohol on the rental premises. There is a **\$100 expediting fee** for any Alcohol Service Agreement that is paid for and signed less than fifteen (15) calendar days prior to the event. This *expediting fee* is in addition to the *service fee* and the regular rental rates for the facility. The Alcohol Service Agreement must be paid for and signed at least fifteen (15) calendar days in advance of the event in order to avoid paying an *expediting fee*. **All alcohol must be served by a CRPD Approved Beverage Contractor.**

Name: _____

Phone: home: _____ work: _____ cell: _____

Type of Identification Shown: _____
(Ohio Drivers License, State ID, etc.) (ID number)

Facility Rented: _____

Date of Rental: _____ Time: from: _____ to: _____

Permit Number: _____ Fee Paid: _____

AGREEMENT

THIS AGREEMENT MADE _____ / _____ / _____ by and between

The Columbus Recreation and Parks Department, (hereinafter CRPD) and

_____ (the “Lessee”),

with his/her residence at: _____

Upon the following terms and conditions:

WHEREAS, the Lessee wishes to provide alcohol service in the designated CRPD facility during the rental period set forth in the Rental Agreement and pursuant to the terms of said agreement; and

WHEREAS, Columbus City Code Section 919.09 (C) (6) allows the discretionary use of alcohol service related to certain rental facilities.

NOW, THEREFORE, IT IS AGREED:

I. GENERAL CONDITIONS

- A. Once this agreement is signed and in place, the general rule prohibiting alcohol on the general rental agreement is waived and replaced with the conditions stated in this agreement. All other rules/regulations on the general rental agreement remain in place.
- B. ***The alcohol service privilege that this agreement authorizes must be contracted with a CRPD Approved Beverage Contractor for the service of professional bartending/beverage concierge. The Lessee may use another caterer/contractor for food and other related services. All alcohol must be served by a CRPD Approved Beverage Contractor.***
- C. All dispensing of alcohol must cease at least 30 minutes prior to the end of the rental time.
- D. No one under 21 may be served or consume alcohol.
- E. Lessee must comply with all City ordinances and State statutes, including Ohio Liquor Control policies and guidelines.
- F. The Lessee agrees to limit the number of guests to the determined occupancy of the facility.
- G. The Lessee agrees to accept responsibility for keeping all alcoholic beverages contained to the areas designated for alcohol consumption. At all sites listed on this agreement, alcoholic beverages are limited to the confines of those respective buildings, and not outdoors, except at Goodale Shelterhouse, Griggs Boathouse, North Bank Park Pavilion, Wolfe Shelterhouse, and Westgate Shelterhouse. At Goodale Shelterhouse, alcohol is permitted inside of the facility and on the enclosed/gated plazas/patios on the east and west sides of the facility only. At Griggs Boathouse, alcohol is permitted inside of the Scioto Room and on the enclosed balcony directly adjacent to the Scioto Room only. At North Bank Park Pavilion, alcohol is permitted inside of the pavilion and on the red bricked area of the plaza/patio only. At Wolfe Shelterhouse, alcohol is permitted inside of the facility and on the enclosed/gated plaza/patio on the south side of the facility only. At Westgate Shelterhouse, alcohol is permitted inside of the facility and on the enclosed/gated plaza/patio on the north and south sides of the facility only. ***Any requests for exception to these rules, regarding confines (G.), must be approved by CRPD prior to the event.*** If having alcohol outdoors is desired at any facility, other than Goodale Shelterhouse, Griggs Boathouse, North Bank Park Pavilion, Wolfe Shelterhouse, or Westgate Shelterhouse, a fencing/tenting plan must be submitted to CRPD. Fencing/tenting plans must be submitted to CRPD at least fifteen (15) calendar days prior to the rental. The maximum area that can be utilized for this purpose is 1200 square feet, is site dependant, and is subject to a case by case review.
- H. CRPD reserves the right to escort any visitor off CRPD premises who appears to be intoxicated or is disruptive to the safety or enjoyment of event participants or CRPD staff. In such event, the Lessee agrees to defend and hold the City of Columbus harmless from and against damages claimed by said visitor.
- I. Alcohol may not be sold (no cash bars), and no money or tickets may exchange hands on the premises. Gratuity arrangements should be made with the contractor prior to the event. Tip jars are prohibited.
- J. CRPD Management reserves the right to require the use of security and/or police officers to be arranged and paid for by the Lessee.
- K. ***Alcohol is not permitted on the premises unless a bartender/concierge, employed by the Approved Beverage Contractor, is on site for the dispensing of alcohol. All alcohol shall be brought onto the premises by the Approved Beverage Contractor.***

II. INDEMNIFICATION / DAMAGES

READ THESE PROVISIONS CAREFULLY. THEY ARE LEGALLY BINDING.

- A. Lessee shall be responsible for any damage to the CRPD premises and property caused by Lessee or its guests and Contractor agents or employees. Damage done to the facility, plazas, and/or grounds shall be charged at current cost for repair or replacement, plus labor costs for repair or replacement. This paragraph does not constitute CRPD’s sole remedy.
- B. Lessee assumes all liability for any injury to persons or damage to or loss of property, which injury, damage, or loss is directly or indirectly related to the rental/event, including without limitation, liability arising directly or indirectly from the dispersion of alcoholic beverages at the rental/event. Lessee shall indemnify, protect and hold harmless CRPD and all of its trustees, officers, agents, employees, volunteers and commission members thereof, against claims, damages, losses, liens, causes of action, suits, judgments and expenses (including attorney fees and other costs of defense) of any nature, kind or description brought for or arising from, or on account of any injuries or damages received by any person or property, resulting from any negligent acts, errors, omissions by any person directly or indirectly related to the rental/event unless such liability is attributed solely to intentional acts of CRPD. Lessee agrees that this indemnification represents a material consideration to CRPD, without which CRPD would not enter into this Agreement.
- C. Lessee acknowledges they have read and understand this Indemnification/Damages clause.

III. MISCELLANEOUS

- A. Extent of Agreement. This Agreement and the associated Rental Agreement represent the entire and integrated agreement between CRPD and the Lessee and supercedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written amendment prepared by CRPD and signed by both parties.
- B. Governing Law. This Agreement shall be governed by the law of the State of Ohio to the exclusion of the law of any other jurisdiction.
- C. Severability. If any provision of this Agreement, or any covenant, obligation or agreement contained herein is determined by a court to be invalid or unenforceable, such determination shall not affect any other provision, covenant, obligation or agreement, each of which shall be construed and enforced as if such invalid or unenforceable provision were not contained herein. Such invalidity or unenforceability shall not affect any valid and enforceable application thereof, and each such manner and to the full extent permitted by law.
- D. When it is in the best interest of the City of Columbus, the City may terminate this Contract, in whole or in part by providing fifteen (15) calendar days or other appropriate length of time written notice to the Permit Holder prior to the effective date of termination.

IN WITNESS WHEREOF, the parties have executed this Agreement.

LESSEE:

CRPD Agent:

By: _____
(signature)

By: _____
(signature)

Name: _____
(printed)

Name: _____
(printed)

Date: _____

Date: _____