



Keller Market House Space Rental Application

134 S. Columbus St.
Lancaster, Ohio 43130

740-277-6305
info@kellermarkethouse.com

Name of Organization: _____

Brief Description of Event: _____

Number of Attendees Expected: (Max 50) _____

Contact Person (Responsible Party): _____

Contact Phone: _____

Contact Email: _____

Address: _____

Date of Event: _____

Event Starting Time: _____ **Event Ending Time:** _____
(Please include all set up and clean up time)

Hours during market open hours: _____ # Event Hours after market hours: _____

Event Total Hours: _____

Please note, during open hours, space is semi-private. Private after hours events incur additional charges.

Rental Rates:

\$50 - up to 2 hours

\$75 - up to 4 hours

\$125 - up to 6 hours

\$150 - 8 hours+

After hours: \$20 per hour additional fee

Total anticipated fee: _____

Will food and beverages be served? _____

If applicable, Name of Caterer: _____

If applicable, Proof of Food License or Permit: _____

How many round tables requested? (each table seats up to 7) _____

How many chairs requested? _____

KMH OFFICE USE

Received by:

Approved by:

Deposit received by:

Balance received by:

Date:

Date:

Date:

Date:



Keller Market House Space Rental Contract

This contract is for the rental of event space at 134 S. Columbus St., Lancaster, Ohio, hereinafter known as “venue.”

This contract is entered into this day _____ by and between Lancaster Fresh Market d.b.a. Keller Market House, hereinafter referred to as “Owner” and _____, hereinafter referred to as “Renter.”

Whereas, Renter desires to temporarily rent, occupy, and make use of Owner’s venue, and
Whereas, Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

Now, therefore, the parties agree to the following terms and conditions:

PAYMENT

1. The full rental fee for the use of the venue as set out herein shall be \$_____
2. Renter shall pay to Owner the sum of **\$50 as a deposit**. The deposit is due upon the signing of the contract.
3. The balance of the full rental fee is due upon the day of the event. Payments shall be made to Owner as set out herein. Checks shall be made payable to **Lancaster Fresh Market, Inc.** All major credit cards accepted.

USE

1. Owner or Owner’s designee shall be on the venue premises all times during set up, event, and clean up. Owner shall let Renter into venue.
2. Renter shall pay Owner \$25 for every half hour that Renter and/or Attendees remain on venue premises after the established ending time of the event.

CATERING/FOOD

1. Owner does not provide any food or beverages or supplies to and/or for Renter/Renter’s event.
2. Renter may, at Renter’s sole cost and liability, provide food and beverages to attendees of Renter’s event.
3. Renter must comply with all applicable food safety laws and obtain necessary licenses and permits.

CONDUCT

- 1. Venue is a smoke-free and vape-free facility. No smoking is allowed anywhere on venue premises including, but not limited to, the main event space, restrooms, and sidewalks. Extra clean-up charges shall be imposed if smoking materials are discarded anywhere on venue premises.
- 2. Renter shall not serve or sell alcohol on the premises at any time.
- 3. Renter and attendees shall use the premise in a considerate manner at all times. Disparaging remarks and any type of violence shall not be tolerated and shall be cause for immediate expulsion and/or immediate termination of the event, without refund.

CLEANING/TRASH/EQUIPMENT REMOVAL

- 1. Venue will be in a clean condition prior to the start of Renter’s event.
- 2. Renter shall return venue to Owner in the same clean condition as Owner delivered it to Renter. Please see and complete Facility Checklist provided in Rental Agreement Packet.
- 3. Renter shall pay a cleaning charge to Owner if venue is returned uncleaned.

LAWS & LIABILITY

- 1. Renter agrees to comply with all city, state and federal laws.
- 2. Renter shall be liable for any and all damage caused to venue premises.
- 3. Renter agrees to indemnify, defend, and hold Owner, its officers, employees, and agents, harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the venue.

CANCELLATION

- 1. Deposit is refundable if cancellation is made by Renter 10 or more days prior to the event.
- 2. Deposit is non-refundable if cancellation is made by Renter 9 or fewer days prior to the event. Any rental fees beyond the deposit are refundable.
- 3. Owner, may, in Owner’s sole discretion, cancel the event by notifying Renter at the contact information contained within this agreement. Renter shall be responsible for notifying attendees that the event has been cancelled. Renter shall hold Owner harmless for any and all liabilities and costs incurred by Renter and attendees as a result of the cancellation.

I have read the Space Rental Contract. I understand my responsibility and agree to the conditions set forth.

Renter’s Signature

Date

Printed Name

Lancaster Fresh Market, Inc. Representative Signature

Date

Printed Name

Keller Market House Space Rental Facility Checklist

- All trash shall be collected, properly bagged and placed into trash receptacles provided (large trash cans placed around venue and/or large trash tote in back alley)
- Furniture shall be returned to its original arrangement
- Spills shall be cleaned
- Floor shall be swept with broom provided
- All personal belongings shall be collected and removed

Keller Market House Provides:

- Up to 8 (60" diameter) round tables that seat up to 7 each
- Up to 50 white padded folding chairs
- Large (108" x 42") moveable countertop
- Basic black tablecloths for round tables
- One 6' rectangular folding table
- Stage measuring 8' x 19'
- Projection screen
- Wireless access for presenter and/or organizer

Keller Market House Does Not Provide:

- Food
- Food service supplies or disposables
- Computer or audio equipment