



**THE JUNIOR LEAGUE OF
CLEVELAND, INC.**

Women building better communities

10819 Magnolia Drive, Cleveland, Ohio 44106 P: 216.231.6300 F:216.231.5425

LEAGUE HOUSE RENTAL FEES, CONDITIONS OF AGREEMENT, & RENTAL APPLICATION FORM

Booking League House for your event:

- An application must be completed, signed, and submitted prior to the final confirmation of booking and use of League House.
- A deposit in the amount of 50% of the room rental fee and 50% of the security services fee must accompany the signed and submitted application.
- Payment may be via personal check, money order or VISA/MasterCard.
- All fees must be received fourteen (14) days prior to the event.
- All scheduling of events is done through the Administrative Manager (216.231.6300) on a space available basis.
- All requests are subject to the review and approval of the House Operations Committee and the Executive Board of The Junior League of Cleveland, Inc.
- Current JLC members are entitled to discounted room rental fees – contact the Administrative Manager with your membership number for more information.

Cancellation:

- Rental deposits will not be refunded if your event is canceled less than five (5) days prior to the scheduled date.

Catering:

- Only last minute preparation is permitted in the League House kitchen. Our kitchen is classified as residential, all food served at events at League House by law must be prepared in a commercial kitchen.
- Caterers are responsible for providing all necessary items to serve and maintain the food they are providing, including table service, linens, serving utensils, etc.
- The caterer is responsible for proper bagging and removal of all trash resulting from food service. Large trash bags are provided by League House. Trash must be placed in the fenced area on the side of League House.

Furniture & Equipment:

- The renter will be held financially responsible for all necessary professional cleaning and/or repairs resultant from their use of League House.
- The renter may not move any of the furniture or fixtures that are not part of the original arrangements set up with the Administrative Manager.
- Deliveries associated with your event must be scheduled through the Administrative Manager for delivery during regular League House hours.
- Furniture and equipment brought in for the event must be removed that day or within one business day following the event.
- The fireplaces in League House are purely decorative and NOT operational. Under no circumstances should the renter attempt to use any fireplace located in League House.
- Bulletin Boards, easels and dry markers are available at no charge upon request.
- No materials should be attached to any walls, fixtures or furnishings within League House.
- No outside display or signage is permitted.

Serving of Liquor:

- Liquor may be served only in League House; under no circumstances may liquor be sold.
- Evidence of the appropriate liquor license and liquor liability insurance must accompany this application.



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Security Services:

- Security services are required for all events held at League House.
- You must contract for security services through The Junior League of Cleveland, Inc. for the entire time frame of your event with a four (4) hour minimum requirement. (NOTE: Security service hourly rates are subject to change. Please verify rates when making your arrangements with the Administrative Manager.)

Liabilities:

- The renter is liable for all damages and costs incurred, including long distance telephone charges caused by any person attending, participating, or providing goods or service in connection with the use of League House and the sponsored event.
- The renter is liable for all personal injury caused or resulting from its use of League House (including those arising from travel to and from League House, and those suffered by the organizations members, representatives, officers, employees, guests, invitees, caterer, and any others attending the event).
- The renter shall maintain public liability and property damage insurance for claims for bodily injury or death to persons and for injury to property arising in connection with the use of League House with combined single limit coverage of at least \$1 million.
- Evidence of insurance shall be provided with the complete and signed application.
- The renter shall indemnify The Junior League of Cleveland, Inc. and hold it harmless from and against all liability, claims, damages, losses, costs, and expenses arising in connection with the renter's use of League House.

Parking:

- Parking is limited. There are 12 available spaces in the rear of the building, one designated handicapped.
- Do not use the spaces in the lot adjacent to the house next door, nor block their access in any way.
- Do not park on the side of the house other than for loading and unloading of food, decorations, or other items pertaining to the event.
- Do not park in the reserved spaces for staff during normal business hours and days.
- Other parking options include the University Circle, Inc. lot (10831 Magnolia Dr.) after 6 p.m. only, a metered lot behind the Western Reserve Historical Society (entrance on Hazel), and metered street parking.
- Vehicles parked illegally will be towed.

The Junior League of Cleveland, Inc. Policies:

- League House is a nonsmoking facility.
- Rentals are available between the hours of 7:00 a.m. and 11:00 p.m.. Other hours may be arranged through the Administrative Manager.
- League House is not available for rental on legal federal holidays.

By signing this document, I, as an individual/representing _____ indicate that I have completed the application, provided evidence of insurance as described herein, provided payment of a deposit equal to 50% of the total rental fees and 50% of the security services fees, and have read and understand the conditions of agreement. Further, as the renter/representative of the renter organization agree to abide by all of the conditions and policies set forth in this document.

Signature of Authorized Person (renter) _____ Date _____

Authorized Person (renter) (print) _____



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Name of Organization _____
 Name of Authorized Person (renter) _____
 Organization/Event contact person _____
 Address _____

 Telephone (Day) _____ (Cell) _____ (Eve) _____
 Fax _____ Email _____
 Event _____
 Estimated number in attendance _____
 Day and Date of event _____
 Time of event _____ to _____
 Access to rooms needed from _____ to _____

Evidence of Insurance: Organizations must provide evidence of insurance which must be attached to this completed application.

Rooms, Fees & Occupancy: (please check box for rooms to be included in rental application):

Floor	Room	Fee	Maximum Occupancy
First Floor:	<input type="checkbox"/> Living Room	\$100.00	50
	<input type="checkbox"/> Library	\$75.00	15
	<input type="checkbox"/> Dining Room	\$75.00	20
Third Floor:	<input type="checkbox"/> Training Room	\$100.00	50
Other:	<input type="checkbox"/> Entire First Floor (including kitchen)	\$300.00	85
	<input type="checkbox"/> Entire First Floor (including kitchen) and Third Floor	\$400.00	135
	<input type="checkbox"/> Kitchen	Add \$50.00 to total room charge	n/a

				Total fees for requested rooms:	\$
Security Service (required)	Start time:	Stop time:	X \$20/hour (4 hour min.)	Total security service fee:	\$
Deposit equals 50% of room fees plus 50% of security service fee, and is due on submission of application				Total deposit:	\$
Total fees due:					\$
Total fees are due no later than fourteen (14) days prior to scheduled event on date:					

Confirmation of application and rental booking will be made upon receipt of deposit and signed application.

Signature of Authorized Person (renter) _____ **Date** _____

----- For The Junior League of Cleveland, Inc. office use only. Do not complete below. -----

Authorized JLC, Inc. Person (print) _____

Payment Type	Amount	Date	Payment Method	Initials
Deposit				
Balance Due				