



2023

HURON PARKS & RECREATION

# MARINA BUILDING Reservation Form

*This form is for the HBB MARINA BUILDING ONLY - to reserve the HBB SHELTERS - please use the BOAT BASIN SHELTER form.  
To reserve a shelter in one of Huron's Parks please use the PARKS SHELTER form.  
For more info about Shelter Reservations - e: parks@huronohio.us or p: 419/433-8487*

## BOAT BASIN MARINA BUILDING RENTAL FEE

Monday - Friday (8 AM to 5 PM) Cost: \$15  
 Monday - Friday (5 PM to 11 PM) Cost: \$25 / hour  
 Saturday and Sunday Cost: \$25 / hour. All rentals require a minimum of 2 hours.  
 Security Deposit: All rentals must supply a \$30 security deposit in the form of a check.

RENTAL DATE REQUESTED \_\_\_\_\_

Name of Group: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Start time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Number of People: \_\_\_\_\_

*"I hereby acknowledge the conditions attached to this document for the rental and accept full responsibility for compliance."*

**Note: Facility rental policy on reverse side.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature acknowledges and agrees to Reservation Rules and Refund Policy.)

### FOR OFFICE USE ONLY:

Security Deposit: \$ \_\_\_\_\_ Authorized Initials \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_ Authorized Initials \_\_\_\_\_

TOTAL FEE \$ \_\_\_\_\_ DATE: \_\_\_\_\_

Security Deposit Returned \$ \_\_\_\_\_ DATE: \_\_\_\_\_

If Security Deposit is not returned, reason \_\_\_\_\_

Mail Reservation Form and Payment to: HURON PARKS & RECREATION | 417 Main Street | Huron, Ohio 44839

Or Drop-off Form at the Boat Basin Building, 330 N. Main Street, Huron

Questions? call: 419/433-4848 | email: boatbasin@huronohio.us



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**General information is provided as a courtesy and is subject to change.**

**Rental of these facilities will only be authorized if they do not conflict with any City-sponsored program or activity. All rental parties and their guests will be expected to adhere to the following rules and regulations. Failure to abide by these guidelines could result in full or partial forfeiture of the Security Deposit.**

**Rental Fees:** Monday - Friday, 8 AM to 5 PM - \$15 | Monday - Friday 5 PM to 11 PM and all day on Saturday and Sunday - \$25 per hour. (Minimum two (2) hrs)

**Security Deposit:** All rentals must supply a \$30.00 security deposit in the form of a check.

**Rental Availability:** the facility is available to rent from October 1 thru April 1. The facility is not available to rent the rest of the year or holidays.

**RULES:**

1. NO ALCOHOL is allowed in any City Facility.
2. The service and consumption of food and beverage shall be confined to the designated area.
3. The function shall not interfere with the normal operation of the City.
4. The reservation holder must be present at the facility during the hours of approved use.
5. Reservations can be made up to 1 year in advance.
6. SMOKING is PROHIBITED in all Recreational Buildings.
7. Unless offered through a City of Huron program, animals are prohibited in the buildings. (Exception of guide dogs for the visually impaired)
8. At the end of the rental, the registration holder must clear the area of trash to the outside dumpster, and remove all supplies brought in by the renter. The facility will not store or be responsible for items left after a rental.
9. Table and floor decorations only. NO CANDLES. Do not use any fasteners, tapes or decorations which will cause stains, discolorations, holes, or other permanent damage to any floors, walls, ceilings or fixtures.
10. No rice, confetti, birdseed, straw, etc., shall be used in or around the premises.
11. The responsibility of the City Supervisory staff is to open and secure the facility, be visible to the rental group and provide information or items needed. Supervisors are not for personal use of the rental groups.
12. There will be a two (2) hour minimum of rental time when renting any part of the facility after-hours.
13. Reservations for use of the Marina Building will not be permitted prior to 7 AM or after 11 PM.
14. Music and noise must be kept at reasonable levels, especially during operational hours.
15. The City of Huron is not responsible for lost or stolen articles during the time of use by an individual, group or organization.
16. Unusual rowdiness or physical or verbal abuse toward a staff member, patron or City property may result in immediate termination of the event and forfeit of the security deposit and rental fee.
17. Parking, loading and unloading are only permitted in designated areas.
18. No donations or collections shall be collected without permission from the City of Huron.
19. Payment of the entire rental fee is required at the time of the confirmation of the reservation. Security deposits are due no less than 7 days prior to the event. The Recreation, Parks and Marina Facility Managers must authorize any exceptions to the deposit requirement. Security deposits will be returned after a facility inspection and the staff has a submitted report. Failure to comply with conditions could cause forfeit of entire security deposit and/or immediate termination of the event. Charges for damages (material and labor) or extra clean-up time required (\$20/hr) will be deducted from the security deposit. Failure to pay charges will result in a ban for future use of the facilities.
20. Failure to notify Huron Parks & Recreation of a cancellation forfeits the deposit fee. A \$20 processing fee will be charged for any cancellations prior to user date.
21. All recreation facility rules and regulations must be adhered to and the directions of the facility manager must be obeyed. Non-compliance with the rules and regulations may result in the applicant being unable to rent any City facilities for future use.
22. By signing this application, the applicant acknowledges they have inspected the premise, finds the same to be in a safe and appropriate condition for the use to which the applicant seeks to put the premises and accepts the same for the uses and purposes of the applicant's event.
23. By signing this application, the applicant agrees to, and hereby does, indemnify and hold the City harmless of and from any premise or the use of the premises by the applicant's guests, including all costs of defense against any such claims (including but not limited to attorney fees, expert witness fees and all costs of litigation).
24. By signing this request, my organization and I agree to be bound by the above terms and conditions, to pay fees charged and to pay the costs of repair, replacement of the City of Huron property damaged as a result of the use of this facility.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Mail Signed Reservation Form and Payment to: HURON PARKS & RECREATION | 417 Main Street | Huron, Ohio 44839  
Or Drop-off Form to: the secure drop-box next to the front door at the Parks & Recreation Office, 110 Wall Street  
Questions? call: 419/433-8487 | email: parks@huronohio.us**

