

Rules and Regulations for Black River Landing Transportation Center

Facility

Free parking is available for your meeting or event. Tables and seating are available free of charge for your use: 120 chairs and 20 eight-foot rectangular tables. The room is approximately 73' x 33'. The room capacity is 183.

Rental of the building does not include use of the stage, pavilions, or surrounding park area.

Responsible Party

Applicants must be 21 years of age or older. The individual that submits and signs the reservation form will be considered the responsible party with respect to the fees and the subsequent use and care of the reserved site. The Lorain Port Authority (LPA) may not, at any time, be listed as a contact or third party for the event or for rental equipment. An adult must be present at all times and must supervise and take responsibility for any injury, damage, or loss of property that may result in the use of this or any other Port facility.

Rental Fees

<u>Rent</u>	<u>Mon. – Thur.</u>	<u>Fri. – Sun.</u>	<u>Deposit</u>	
Building	\$200	\$400	\$200	
1 Pavilion	\$100	\$100	\$100	Does not include restrooms in building. Only Port-A-Johns.
All Pavilions	\$500	\$500	\$250	Does not include restrooms in building. Only Port-A-Johns
Pergola	\$ 50	\$150	\$100	Does not include restrooms in building. Only Port-A-Johns

The pergola may be included with a building rental if requested prior to rental approval. No weddings may be performed without prior written permission of the Lorain Port Authority. Schools and community organizations may reserve the pavilions or the pergola for educational events at no cost with prior written approval of the Lorain Port Authority providing they pay a \$100.00 refundable deposit. The deposit is due at the time of application and the balance for rental fee and security fee is due 2 weeks prior to the event. Deposits paid may not be returned with cancellation inside of two weeks prior to the event.

Alcohol Security

A \$25 per hour fee will be charged for security when alcohol is served in the building. Alcohol is NOT permitted outside of the building or in the pavilion and pergola area, except for special events that are approved by written permission of the LPA.

Food

If you are selling food on the premises, applicant must contact the Lorain City Health Department to determine if a health permit is needed.

Deposit

The deposit will be returned after the event by check or credit card refund, provided that all equipment and food items have been removed from the area at the end of the event, the rented area is thoroughly cleaned (see below), and all rules and regulations are followed. The building and pavilions must be cleaned and vacated by Midnight. All equipment, decorations, and catering supplies must be removed on the day of the rental, as there are rentals on the following day.

Required Cleaning of Building

1. All floors must be swept. All tables and chairs must be returned to the storage area provided.
2. All counters must be wiped clean
3. Restrooms must be clean (sinks, floors, mirrors, toilets)
4. All trash must be removed and new liners placed in containers
5. All trash must be placed in the blue dumpster north of the building. Key for lock is on key ring.
6. The facility is non-smoking. If guests smoke outside, all cigarette butts must be swept up.

Cleaning Fees

If the building is not cleaned to the standards listed above or trash has not been taken out and put IN the dumpster cleaning fees will be charged to your deposit. If cleaning fees go above the deposit amount you will receive an invoice for the remaining balance along with a description of work.

Regulations regarding Pavilion and Pergola use.

All trash must be picked up and placed in the dumpster. Absolutely no decorations are to be placed on any structure. I.e. no ribbons, flowers or balloons may be tied or taped to the pergola or pavilions. Doing so will result in forfeiture of deposit. Indoor restrooms are not available for use with any rentals outside of the building unless. Portable restrooms are provided May 1 through October 31. Renter is responsible for ensuring there is enough toilet tissue in said restrooms.

How to Reserve

A completed application with deposit is required for reservation of the building. Applications are available at the Port Authority offices M-F 8:30am-4:30pm. Applications will be reviewed in a timely manner for approval. The LPA reserves the right to reject any request and all Port functions take precedence.

Firearms

The carrying of firearms and/or weapons of any kind within any facility is strictly forbidden without the prior approval of the LPA management. Copies of any and all applicable licenses will be required.

Accessibility

All of the Lorain Port Authority's facilities are wheelchair accessible.

Property

- Applicants shall be held responsible for the return of all public and private property to the condition existing prior to the event and shall be held responsible for the clean up of any litter or debris resulting from the event.
- Smoking is not permitted in the building. Illegal substances are strictly prohibited on the premises. Under no circumstances may equipment or facilities be altered.
- Signage and/or decorations **MAY NOT** be taped, nailed, tacked, stapled, or otherwise fastened to any wall, ceiling, column, stone, window, or painted surface in any area inside the building or on the premises.
- **NO BALLOONS ARE PERMITTED ON ANY PORT AUTHORITY SITE**
- **NO BALLOONS.** Any damage to the ceiling fans due to balloons will be billed directly to the applicant.
- Applicants are expected to empty all used trash receptacles and replace liners after each event.
- Tables and chairs located in the Transportation Center **MAY NOT BE** removed for use outside of the building.

Black River Landing & Transportation Center
421 Black River Lane
Lorain, Ohio 44052