

# The Bowen House

P.O. Box 342  
196 N. Market Street  
Logan, OH 43138



## Private Rental Details & Guidelines

The name, The Bowen House, when used in this document refers to the first floor of the house, the front porch, and the entire yard. (Exclusions: The upstairs of the house and garage.)

### RATES & PAYMENT

SMALL EVENT RENTALS: **\$50.00 per hour**

LARGE EVENT OR ALL-DAY RENTALS: **\$500.00 FRIDAY & SATURDAY / \$400.00 SUNDAY - THURSDAY**

DUE AT BOOKING CONFIRMATION: **Half the total cost, plus a \$50.00 security deposit**

DUE PRIOR TO THE EVENT: **The balance of the rental fee is due 14 days prior to rental date.**

\* If there are no cleaning, damage or other issues, the **\$50.00 security deposit** will be refunded within 10 workdays of rental via U.S. mail.

**RATE CLARITY:** The rental timeframe is inclusive of setup and cleanup time (from arrival to departure) so you will be charged for all the time you occupy the premises. A bill for time beyond the agreed timeframe will be sent following the event if needed.

**TENTS:** Large tents are permitted for outdoor events within the confines of the overhead space under the trees and excluding flower beds. Most tent rental companies will want to set up the day before and remove it a day or two after your event. **This is permitted at the cost of \$25 per extra day.** However, if you would like to use the tent on any part of an additional day, the hourly or all-day rates above would apply.

### ACCESS & USE:

You will be provided with the back door lock entry code or a Bowen House volunteer will meet you at the start of the rental time to unlock the house.

Rental includes use of all the downstairs rooms of the house, the front porch, and the entire yard.

***The set-up and take-down of tables and chairs are up to the renter and should be factored into total rental time.***

We have the following available for your use at no extra charge:

- 9 Rectangle tables (6 FT x 30 IN)
- 4 Round tables (5 FT)
- 40 Blue metal, padded chairs
- 29 White plastic folding chairs.

Any additional tables and chairs will need to be rented elsewhere.

Our kitchen is equipped with a wide variety of cook and serving ware for your use at no extra charge. All items must be cleaned and put away (Leaving the dishwasher full of cleaned dishes is permitted).

## RENTAL GUIDINES:

- The piano is **NOT** to be used during the rental, unless prior approval is granted in writing.
- The piano must **NEVER** be moved.
- Evidence of movement or unapproved use of the piano may result in loss of security deposit, damage billing, and/or loss of future rentals.
- Candles or smoking (vaping, etc.) are **NEVER** allowed at The Bowen House. Smoking is only permitted in the designated smoking area in the alleyway.
- Fires of any kind are **NEVER** permitted (inside, outside, portable ring, etc.).
- Decorations that are used must be removed by the user. Do **NOT** use tape, tacks, nails on any surface. Metallic or paper confetti is discouraged, and glitter is **NOT** permitted.
- Alcoholic beverages are permitted, but nothing illegal or immoral will be tolerated such as public drunkenness, sale of beverages without a permit, or drinking by minors.
- Outdoor consumption of alcohol is permitted on the porch and yard directly in front of and to the east side of the house.
- Users are asked to refrain from parking on any curbs painted yellow, blocking driveways of our neighbors, or in the First Presbyterian Church parking lot. Park National Bank allows parking in their lot outside of their normal business hours. Parking is permitted alongside The Bowen House property in the alley.
- The Bowen House must be put back in proper order immediately after use including all trash taken out, messes cleaned up, spills mopped, dishes, tables, and chairs put away, etc. (Leaving the dishwasher full of cleaned dishes is permitted).
- In consideration of our neighbors, The Bowen House and grounds **must be vacated by 10:00 p.m.** (unless otherwise agreed upon by The Bowen House representative).

\*Abuse of The Bowen House will result in full damage charges and subject to the refusal of further bookings. The user assumes liability for the actions and omissions of all its guests, hired agents, and their employees while in or about The Bowen House.

To inquire about rental availability, complete the Private Event Rental Agreement below.



# Private Event Rental Agreement

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## REQUESTED DATES/TIMES

*Note: Your timeframe should include arrival/set up through clean-up/departure.*

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Timeframe \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Timeframe \_\_\_\_\_

**EVENT SIZE:**  SMALL: \$50.00 per hour  LARGE OR ALL DAY: \$500.00 Fri & Sat / \$400.00 Sun - Thurs

## **EVENT TYPE:**

Bridal Shower  Rehearsal Dinner  Wedding Reception  Baby Shower  Anniversary  Birthday Party  
 Retirement Party  Family Reunion  Staff/Corporate Retreat  Workshop  Other:

**OUTSIDE EVENTS:** Will large tent(s) be set up?  YES  MAYBE  NO

My signature below verifies that I have read, understand, and agree to follow the guidelines specified in the Private Rental Details & Guidelines and the Private Rental Agreement. I understand that to hold the booking I am required to pay a deposit of 1/2 of the total rental fee plus a \$50 security deposit once my booking is confirmed. I understand the balance will be due 14 days prior to rental date. I also understand that failure to leave the Bowen House in the condition specified under the guideline's rules will result in full damage costs, forfeiture of security deposit, and/or subsequent denial of future bookings.

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The Bowen House Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*A signed copy will be provided to the renter once a booking is confirmed.

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## **FOR THE BOWEN HOUSE USE ONLY**

AVAILABLE TO BOOK?: YES NO Total Rental Fee \_\_\_\_\_

DOWNPAYMENT: \_\_\_\_\_ SECURITY DEPOSIT: \_\_\_\_\_ PAYMENT: Check Credit Card PayPal Cash