



MUHLHAUSER BARN RENTAL FEES

The Muhlhauser Barn is available for rent April 1st through November 15th of each calendar year. Rental hours are: 8 AM through 11 PM, Sunday – Saturday. There is a 2-hour minimum Monday – Thursday and a 4-hour minimum Friday – Sunday and on holidays. Rental includes both Muhlhauser Barn and Moerlein Gazebo.

	West Chester Township Resident/Business	Non-Resident
Monday through Thursday	\$ 150 for 2 hours (\$ 50 for each additional hour)	\$250 for 2 hours
Friday through Sunday And holidays	\$ 550 for 4 hours (\$75 for each additional hour)	\$ 650 for 4 hours

- Set up fee for tables and chairs: \$150
- Deposit: \$250 to be refunded in full after post event inspection
 - A 10% discount is offered to non-profit organizations.
 - A 50% deposit is required to reserve your event date.
- Dates will not be held longer than 10 days without a deposit
 - Balance due 30 days prior to event

Refund policy:

- 60 days prior to event - Full deposit
- 59-30 days prior to event - 50% of Full Balance
 - 29 or less days – No Refund

Refund request must be made in writing, date of postmark indicates refund. Mailed to:
West Chester Township Event Coordinator
9113 Cincinnati-Dayton Road
West Chester, OH 45069

Additional Information:

A **“hold”** on an event date does not confirm the reservation. A hold will be released after 10 days unless a lease agreement is pending with 50% deposit. The reservation is considered binding when West Chester Township has issued a lease agreement and the Lessee(s) has paid a 50% deposit.

Renters of the Muhlhauser Barn may decorate one hour free prior to the rental time. Renter will have one hour free after event to clean up. These set-up times will be included in the Facility Agreement. Any part of a half hour over the time specified on the Rental Agreement will result in a charge to the renter of the posted hourly rate for each additional half hour. Renters who arrive earlier or stay later than the specified time on their contract will be charged and deducted from their security deposit. To ensure that you have the hours needed for your event, please notify the Event Coordinator seven days prior to the event if there are any additional hours that are needed so arrangements can be made with the staff.