

# BANQUET ROOM RENTAL INFORMATION FORM

Name of Individual \_\_\_\_\_ Phone \_\_\_\_\_

Individual's Date of Birth \_\_\_\_\_ Individual's e-mail address \_\_\_\_\_

Organization or Group \_\_\_\_\_

Address \_\_\_\_\_

No. Street City State Zip  
DATE of Event \_\_\_\_\_ Mon Tues Wed Thurs Fri Sat Sun

TIME Event Starts \_\_\_\_\_ a.m./p.m. Ends \_\_\_\_\_ a.m./p.m.

**\*no earlier than 9:00am**

**\*11:00pm Deadline**

Requested SET UP date and time \_\_\_\_\_

Type of Event: \_\_\_\_\_ No. people expected \_\_\_\_\_

**\*100 maximum**

Band/DJ  Food Served

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**OFFICE USE ONLY:**

Individual  Organization  Non -profit  Government  Local Service Organization

RENTAL DUE: Rate for Room \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ TOTAL Rental Fee \$ \_\_\_\_\_

RENTAL FEE PAID: Receipt # \_\_\_\_\_ Date \_\_\_\_\_ Clerk \_\_\_\_\_ Amount \$ \_\_\_\_\_

SECURITY DEPOSIT DUE: To be paid no later than \_\_\_\_\_ Amount \$ \_\_\_\_\_

SECURITY DEPOSIT PAID: Date \_\_\_\_\_ Date returned \_\_\_\_\_ Clerk \_\_\_\_\_ Amount \$ \_\_\_\_\_

Comments: \_\_\_\_\_

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APPROVED \_\_\_\_\_ COPY RET. \_\_\_\_\_ FILED: \_\_\_\_\_

**SET UP AND SPECIAL REQUESTS:**

U S Flag  Podium  
 Fireplace  Easels  
 Chairs # \_\_\_\_\_  TV / VCR (Local Service Orgs. ONLY)  
 Tables # \_\_\_\_\_ 8 Ft. Banquet

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BELLBROOK-SUGARCREEK COMMUNITY CENTER**  
**RENTAL CONTRACT**

**I. RESERVATIONS / RENTAL FEE**

Reservations are to be made by residents of Bellbrook or Sugarcreek Township at the Bellbrook-Sugarcreek Park District offices, 2751 Washington Mill Road, Bellbrook, Ohio or by phone at (937) 848-3535. Rental Contract must be filled out completely and the rental fee must accompany the signed Rental Contract. All checks are to be made payable to the Bellbrook Sugarcreek Park District. Rental fees are non-refundable. Reservations may be placed on hold for two (2) weeks from the initial contact date.

**II. SECURITY DEPOSIT**

A security deposit of \$300 is due fourteen (14) days prior to the reserved date. Failure to remit the Security Deposit will result in cancellation of the reservation and forfeiture of the Rental Fee. Any additional charges such as damages, extra hours, charges for returned checks and extra cleanup will be deducted from the Security Deposit. The Security Deposit will be returned upon receipt of the front door key.

**III. CANCELLATIONS**

All cancellations must be given in writing. No verbal cancellations will be accepted. After receiving written notice of cancellation AND the Park District is able to re-book the canceled date, the Rental Fee will be refunded.

**IV. CLEAN UP**

The User is responsible for removal of decorations, all equipment and supplies not belonging to the Park District and trash must be removed. There will be an hourly charge for staff time required for clean up over and beyond normal wear resulting from use. The user is responsible for ensuring the banquet room is left in the condition it was found.

**V. ALCOHOL**

Alcohol is NOT permitted on the premises.

**VI. FIREPLACE USE**

Prior permission must be obtained for use of the fireplace. NO BURNING OF TRASH IS PERMITTED IN THE FIREPLACE. Wood will be provided if available.

**VII. DELIVERIES**

The Park District staff will NOT accept responsibility or liability for deliveries. Renter must be present at the time of delivery if a signature is required for receipt of delivery.

**VIII. DECORATIONS**

NO candles or open flames are permitted. NO painting, marking, tacking, taping, nailing to or on walls, furniture, floors, woodwork and ceiling.

**IX. POLICING**

No person shall indulge in any noisy, boisterous conduct nor may any person use any sound amplification device audible more than 200 feet from the reserved area. The User is responsible for the policing of their guests and invitees. It is the User's RESPONSIBILITY to see that all guests and invitees abide by the rules set forth in this contract. Easy access for Emergency Vehicles must be made available at all times. NO sitting or standing on tables.

**X. AREA USE**

All activities of the User are confined to the reserved banquet room and patio area. This reservation ONLY gives the User or User's guests/ invitees use of the banquet room area and patio area.

**XI. RESPONSIBILITY**

The User making this reservation assumes personal and financial responsibility for any damages to the property of the Bellbrook-Sugarcreek Park District. User further assumes full financial responsibility for any personal injury and/or damage of personal property of or belonging to themselves, guests and vendors.

**XII. TIMES**

Rooms are rented in five (5) hour increments. 9:00 A.M. – 11:00 P.M. ONLY. Setup time is not included in the five (5) hour rental time and may be scheduled outside the 5 hour rental time.

**XIII. SET UP**

Set up will be provided by the User. No tables or decorations are allowed in the lobby or outside of the building without prior permission.

**XIV. FOOD**

NO cooking is allowed in the building. No food items are to be disposed of in sinks or toilets. No food or beverage serving tables are permitted on the carpeted areas.

**XV. ENTRY AND EXIT**

For building security, all participants and visitors should use the main entrance. Blocking of entry and exit areas is prohibited.

**XVI. CONCESSIONS**

Any reserving individual or group MUST obtain approval to sell concession items.

**XVII. SAFETY**

- + No open flames are permitted
- + Do not block doors which are clearly marked “exit”
- + Do not partially or fully block hallways or passageways
- + Room occupancy numbers must not be exceeded 100
- + ALL children must be accompanied by an adult at all times
- + No smoking in the building
- + No cooking in the building

**XVIII. CLEANING PROCEDURES**

-The necessary cleaning supplies will be provided by the Bellbrook-Sugarcreek Park District, and will be accurately labeled and accessible to Users on a cart stored in the Men’s Restroom closet.

-Remove and replace all trash can liners used for event including restroom trash cans. Deposit liners and any other trash in the dumpster located in the parking lot south of the Community Center and Maintenance Garage. If recycling receptacles are full, remove and replace liners and deposit in recycling dumpster located just south of trash dumpster marked “Recyclables”.

-Clean the surfaces of tables with labeled cleaner and paper towels. Collapse the tables and chairs, place on carts and return to storage site behind the wall at the south end of the Banquet Room.

-Dust mop, pick up debris and clean up any spills on tiled area, vacuum carpeted area. The vacuum is located in the mechanical room.

-Wipe all surfaces in Banquet room bathrooms including: mirrors, sinks, urinals, toilets and counters with appropriately labeled cleaner. Re-stock c-fold towels on sink counters.

- If you discover any problems please inform the park district as soon as possible by calling 848-3535 ext 106 to report a problem.

This Agreement is entered into on (date) \_\_\_\_\_ between the Bellbrook-Sugarcreek Park District and (name) \_\_\_\_\_ representing (organization) \_\_\_\_\_ in consideration of the following:

1. The User will have possession and will use the following part of the Bellbrook-Sugarcreek Community Center, 2751 Washington Mill Road, Bellbrook, Ohio from \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_  
(time) (time) (Date)
2. The User shall pay to the Bellbrook-Sugarcreek Park District the sum of \$ \_\_\_\_\_ as a Rental Fee for the use of the area at the time reservation confirmation. Fourteen (14) days before the reserved date, the User shall pay the sum of \$ \_\_\_\_\_ as a Security Deposit. The Security Deposit shall be refunded in accordance with the above rules. Any additional charges as listed in Section II shall be deducted from the Security Deposit refund.
3. The User shall possess and use the area in a careful, safe and proper manner, not creating a nuisance or damage the area or property of the Bellbrook-Sugarcreek Park District. The User shall comply with all building rules as stated in this contract.
4. The User shall indemnify and hold the Bellbrook-Sugarcreek Park District, their employees and members harmless. User MUST also defend employees and members from any and all liability arising from or related to the performance, or lack thereof, of their duties under this Agreement. See Section XI.
5. At the end of the period of use, the User shall surrender possession of the area in good condition and repair as it existed at the beginning of the User's right of possession.
6. The Bellbrook-Sugarcreek Park District reserves the right to terminate this Agreement at any time and without liability if it reasonably appears that the performance standards as stated in this contract will not be complied with or are being violated or for any other good cause. Violations of this contract occurring during the User's event may result in immediate termination of contract and dismissal from the premises.

In witness whereof, this Agreement has been signed on the date set forth above. It is to be binding upon and shall inure to the benefit of the Bellbrook-Sugarcreek Park District, its successors and assigns, and upon the User and the successors, heirs and personal representatives of the User. This agreement may not be assigned by the User.

**USER**

I have read and agree to all terms set forth in this Agreement:

\_\_\_\_\_  
**Signature of User**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City / State / Zip**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Organization**



Approved 8/29/91, Amended 2/27/92, 1/28/93, 6/24/93, 4/27/95, 8/23/07, 6/26/12, 1/29/15