



# Hall Rental Form

Village of Richfield Parks & Recreation Department  
4410 W. Streetsboro Road, Richfield, OH 44286 | 330.659.9201 x 235

**PLEASE NOTE: ALL FORMS ALONG WITH PAYMENT IN FULL MUST BE RECEIVED FOR US TO COMPLETE YOUR RESERVATION**

Name of person / group booking event: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name of contact person (if different from above): \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email address: \_\_\_\_\_ Birthday: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Are you a Village resident? Yes No

Date of event: \_\_\_\_\_  
(Month/Day/Year)

Hall: \_\_\_\_\_ Time of Rental: \_\_\_\_\_ AM. PM. – \_\_\_\_\_ AM. PM.  
Estimated # of Guests: \_\_\_\_\_

*\*Civic Groups may rent our facilities free of charge\**

Location	Residency Status	Hourly Fees
Fellowship Hall	Village Resident	\$25
	Non-Resident	\$30
Masonic Hall	Village Employees	\$20
	Village Resident	\$30
	Non-Resident	\$36
	Village Employees	\$30
Optional Kitchen Fee	Masonic Hall	\$50 flat fee
Optional Alcohol Fee	Both Halls	\$35 flat fee

*\*Complimentary one hour before and after for set up and cleanup is included for all rentals\**

### **PAYMENT INFORMATION**

1. Total cost of rental:  $\frac{\quad}{(\text{\# of hours})} \times \frac{\quad}{(\text{hourly fee})} = \quad$   
Kitchen \_\_\_\_\_  
Alcohol \_\_\_\_\_  
Total = \_\_\_\_\_

2. Form of payment (please circle): Cash Check Credit PayPal  
• If paid with a check, please write the check number here \_\_\_\_\_

3. Would you like a copy of your invoice emailed to you? Yes No  
• If marked yes, what email would you like it sent to? \_\_\_\_\_

**I have completed the form in its entirety and have read and understand the rules**

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

### **Approval of Recreation staff**

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



## **Alcohol Release of Liability, Waiver of Claims, Assumption of Risks, and Indemnity Agreement**

\_\_\_\_\_ I acknowledge the Village of Richfield does not provide, sell, or serve alcoholic beverages for events held at \_\_\_\_\_ on \_\_\_\_\_. The Village of Richfield, its elected officials, officers, employees, volunteers, and agents are not responsible or liable for any damages to myself or third parties that result from the consumption of alcohol by myself or others, to include, but not limited to, property damage, personal injury, death, disfigurement, or loss of consortium.

\_\_\_\_\_ That should I consume alcohol on the property owned by the Village of Richfield, I acknowledge that I am solely responsible for any and all damages suffered by myself or that I may cause to third parties as a result of said consumption to include, but not limited to, property damage, personal injury, death, disfigurement, or loss of consortium.

\_\_\_\_\_ That should I provide alcohol to family, friends, guests, or third parties on property owned by the Village of Richfield, I acknowledge that I am solely responsible for any and all damages suffered by myself or third parties as a result of providing alcohol to others to include, but not limited to, property damage, personal injury, death, disfigurement, or loss of consortium.

\_\_\_\_\_ That I acknowledge it is against the law to serve, provide, or make available alcohol to anyone under the age of twenty-one (21). I swear and affirm not to provide anyone under the age of twenty-one (21) with alcohol. I further acknowledge that should anyone under the age of twenty-one (21) consume alcohol on the property owned by the Village of Richfield; I am solely responsible for the safety and well-being of that individual. That I am solely responsible and liable for any damages that result from someone under the age of twenty-one (21) consuming alcohol to include, but not limited to, property damage, personal injury, death, or disfigurement to themselves, as well as property damage, personal injury, death, disfigurement, or loss of consortium to third parties.

\_\_\_\_\_ That I have read this waiver of liability in its entirety and agree with its terms. That I have executed the waiver voluntarily and without any inducement. I hereby for myself, my heirs, executors, administrators, or anyone else who might make a claim on my behalf, covenant not to sue, waive, release, and discharge the Village of Richfield, its elected officials, officers, employees, volunteers, and agents from any and all liability, property damage, personal injury, death, disfigurement, or loss of consortium. This waiver extends to any and all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown. I further agree to hold harmless, defend, and indemnify the Village of Richfield, its elected officials, officers, employees, volunteers, and agents for any and all causes of action, claims, or lawsuits (including attorney's fees) that may result from the consumption of alcohol on their property.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Signature of Person(s) Providing Alcohol  
(If different from Renter)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Fellowship Halls Rules and Regulations

3903 Broadview Road, Richfield OH, 44286  
9:00 AM – 11:30 PM



## Amenities

- Microwave
- Small oven / electric stove
- Sink
- Refrigerator
- 50 chairs
- 6 round (6') and 2 long buffet (8' x 2.5')

## Rules and Regulations

### Set-Up/Clean-Up

- Tables and chairs must be returned to their original position and extra chairs stacked nicely in the corner
- Clean up includes wiping off tables, cleaning up any spills, taking out all trash. All trash is to be placed in trash bags and bags are to be placed in the trash receptacles located under the outside stairs, and reline all trash cans.
- Each renter is guaranteed the hour before their time and the hour after their rental for clean up and set up purposes (No extra fee required)

### Key Pickup/Dropoff

- An hour prior to your event pick up the keys at the Police Dispatch located at 4450 W. Streetsboro Rd, Richfield, OH 44286 and after your event return them to that same location

### Facility Damage

- Damages which occur to the facility, furnishings, or grounds during the rental will be repaired or replaced and will result in loss of security deposit.
- Decorations – Tape, nails, staples, or thumbtacks cannot be used to secure decorations or signs inside or outside the facility. Nothing is attached or hung on the walls or woodwork / no birdseed, rice, or confetti is to be thrown on the grounds or inside the building.
- Fire and Safety –
  - i.) No smoking is allowed in the building
  - ii.) Open flame and candles are prohibited by order of the Richfield Fire Department
  - iii.) Fire exit must not be blocked

### Exiting the Building

- All lights must be turned off when you leave
- All windows and doors must be locked
- The oven and stove must be turned off if used

**Richfield Parks and Recreation**  
**Fellowship Hall RULES & REGULATIONS—3909 Broadview Road, Richfield OH, 44286**

## **Payments**

- Please make checks out to The Village of Richfield
- Payment in full must be received to complete your reservation.
- Although we no longer require a security deposit for our rentals, we reserve the right to fine the renter if property is damaged, stolen, or vandalized.
- If paying by credit card a small service fee will be applied to your payment
- If paying by check please mail in or drop off to the Village Town Hall located at 4410 W. Streetsboro Road, Richfield, OH, 44286

## **Alcohol Policies**

- There is an additional fee of \$35.00 if alcohol is served
- No alcoholic beverages are permitted to be served without completing an Alcoholic Beverage Consumption Permit (which is attached to this form)



# VILLAGE OF RICHFIELD

## PUBLIC PARKING AT THE GREEN

