



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: _____

Date of event: _____
(Month/Day/Year)

Hall: _____ Time of Rental: _____ AM. PM. – _____ AM. PM.

Estimated # of Guests: _____

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: $\frac{\text{_____}}{\text{(# of hours)}} \times \frac{\text{_____}}{\text{(hourly fee)}} = \text{_____}$
Kitchen _____
Alcohol _____
Total = _____

2. Form of payment (please circle): Cash Check Credit

• 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: _____



VILLAGE OF RICHFIELD

PUBLIC PARKING AT THE GREEN





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

Masonic Hall Rules and Regulations

4586 Streetsboro Road, Richfield, OH 44286



Parking

- All parking lots by our rental facilities are public parking and are first come first served. Parking lots and parking spaces may not be blocked/coned off for any reason

Kitchen

- You may store and lay out your own food free of charge but to use the amenities such as the stove and oven, you must pay an extra fee of \$50.00.

Temperature Control

- The heating system / air conditioner are both already set, and are not to be touched.

Tables and Chairs

- One-hundred twenty (120) chairs.
- Twenty-seven (27) tables; fourteen (14) round (5') and thirteen (13) rectangle (8' x 2.5')

Cleaning

- Cleaning supplies can be found in the supply cabinet in the storage closet and/or under the kitchen sink. We do not supply paper towels for the kitchen or dish soap. Please leave the hall clean for the next renter, and take out all trash.

Bathrooms

- His/Her Bathrooms

Rules and Regulations

Set-Up/Clean-Up

- Set-up and take down of table and chairs is the responsibility of the rental party
- If needed, vacuum and mop can be found in the supply closet. If dishes/silver were used from the kitchen they MUST be washed off and put away.
- ALL TRASH (including restrooms) is to be placed in trash bags and placed in the trash receptacles located behind Masonic Hall. New bags are to be placed in all cans. Garbage bags can be found in the cleaning supply cabinet in the storage closet
- 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)

Masonic Hall Rules and Regulations

4586 Streetsboro Road, Richfield, OH 44286

Key Pickup/Dropoff

- The keys are to be picked up at the Police Dispatch Center 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 will result in a fine
- 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.

Payment

- Payments can be made out to the Village of Richfield
- We reserve the right to cancel your reservation if payment is not received within two (2) weeks of your booking.
- 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 address to the Parks and Rec. Department.
- If planning on utilizing the kitchen utilities there will be an additional fee of \$50.00.

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 Alcohol Beverage Consumption Permit (which is attached to this form)