



# Pavilion 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)

Pavilion: \_\_\_\_\_ Time of Rental: \_\_\_\_\_ AM. PM. – \_\_\_\_\_ AM. PM.

Estimated # of Guests: \_\_\_\_\_

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

Location	Residency Status	Hourly Fees
Richfield Woods Large Pavilion	Village Resident	\$20
	Village Employee	\$20
	Non-Resident	\$25
Richfield Woods Small Pavilion	Village Resident	\$10
	Village Employee	\$10
	Non-Resident	\$15
Village Hall Pavilion	Village Resident	\$20
	Village Employee	\$20
	Non-Resident	\$25
Village Green Pavilion	Village Resident	\$20
	Village Employee	\$20
	Non-Resident	\$25

### **PAYMENT INFORMATION**

- Total cost of rental: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
(# of hours) (hourly fee)
- Form of payment (please circle): Cash    Check    Credit    Bridge
  - If paid with a check, please write the check number here \_\_\_\_\_
- 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 Hall Large Pavilion**  
4410 W. Streetsboro Road, Richfield, OH 44286  
Dusk to Dawn



## **Amenities**

### Tables and Chairs

- Nine (9) picnic tables (8' x 2.3' x 2.5')
- Fits around 80 people

### Bathrooms

- 1 Porta-Potty

### Grill

- 1 grill (3' x 1.25' x 3')

### Baseball Fields & Playground

- IF baseball field does not have any prior reservations for a game. The renter is permitted to use that space.
- Playground is available to any renter

### Garbage

- 3 trashcans (2' x 2' x 2.5')
- 1 recycling can

### Electricity

- 18 outlets
- Usable fireplace – but not electric
  - Renter is responsible for bringing firewood and ensure the fire has been put out before leaving the property.

## **Rules and Regulations**

### Set-Up/Clean-Up

- Set-up of table and chairs is the responsibility of the rental party
- Tables and grills must be returned to their original position.
- Clean up includes wiping off tables, wiping up spills.
- All Trash is to be placed in trash receptacles and any trash that does not fit needs to be taken to the dumpsters located behind the the Service Garage.
- 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)
- The organization and / or person sponsoring the event will be held responsible for any damage done to the community or the facility.

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**Payments**

- Payment in full is required 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 Hall located at
- 4410 W. Streetsboro Road, Richfield, OH, 44286 address to the Parks and Rec. Department.