



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

Amenities

- Thirteen (13) picnic tables (8' x 2.3' x 2.5')
- Fits roughly 80 people
- His and Her Bathrooms
- 1 grill (3' x 1.25' x 3')
- 3 trashcans (2' x 2' x 2.5')
- 1 recycling can
- 16 electrical outlets
- Playground
- BOYB (bring your own bags) Cornhole Boards
- Horseshoe Pits
- Sand Volleyball Court
- Catch and Release Pond
- Gaga Ball Pit
- Basketball Court
- Baseball and Soccer Fields are available for use IF they are not being used by teams/leagues

Rules and Regulations

- Alcohol is **PROHIBITED** at all our Parks and Pavilions
- Tables and grills must be returned to their original position, and grill must be cleanedb if used.
- All trash is to be placed in trash cans. Any trash that does not fit in the designated cans must be placed **INSIDE THE DUMPSTER** located in the back parking lot of Richfield Woods Park.
- 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.
- 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.

Payment

- Payment in full is due when making your reservation.
- If paying by credit card a small service fee will be applied to your payment
- Checks need to be made out to The Village of Richfield and can be mail in or drop off to the Village Hall located at 4410 W. Streetsboro Road, Richfield, OH, 44286 address to the Parks and Recreation Department