

**RESERVATION FORM FOR BAINBRIDGE TOWNSHIP FACILITIES**

**THIS FORM MUST BE RETURNED TO THE SERVICE DEPARTMENT WITH SECURITY DEPOSIT IN ORDER TO RESERVE THE FACILITY.**

Office number 440-543-9874, Fax 440-543-3566 or E-mail [Service@bainbridgetwp.com](mailto:Service@bainbridgetwp.com) or Drop off or mail to 17800 Haskins Road, Chagrin Falls, Ohio, 44023. Monday-Friday 7am-3pm

Facility/Area Requested \_\_\_\_\_

Type of Activity/Organization \_\_\_\_\_

Event Date of Activity \_\_\_\_\_

**Will alcohol be served?** Yes \_\_\_\_\_ No \_\_\_\_\_ Est. Number of Persons: \_\_\_\_\_

If applicable, Name of Catering Co. \_\_\_\_\_ Phone Number \_\_\_\_\_

Facility/Event Hours: Open at: \_\_\_\_\_ Close at: \_\_\_\_\_ \$ \_\_\_\_\_/Hour

(\*If choosing alternative options for use of Dining Hall please provide below.)

**Security Deposit \$** \_\_\_\_\_ **Total Rental Fee \$** \_\_\_\_\_

Building Attendant Fee \$ \_\_\_\_\_ (applies only for facility fee waiver requests)

\*Optional Selections for Dining Hall- see rental fee chart for pricing:

Applicant Setting-up Day OF event From: \_\_\_\_\_ To: \_\_\_\_\_ (max 4hrs - Flat Fee Applies)  
Event hours (after set-up) From: \_\_\_\_\_ to Close: \_\_\_\_\_ (Hourly Rate Applies)

OR

Applicant Setting-up Day PRIOR to event From: \_\_\_\_\_ To: \_\_\_\_\_ (max 4hrs - Flat Fee Applies)

Township Setting-up - Yes \_\_\_\_\_ No \_\_\_\_\_ (Flat Fee Applies)

Township Cleaning-up - Yes \_\_\_\_\_ No \_\_\_\_\_ (Flat Fee Applies)

Bainbridge Township Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's E-mail: \_\_\_\_\_

**The applicant must include a copy of driver license with this form and also agrees that they have received, read, and will abide by the Bainbridge Township facilities rules.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Township Representative/Date

\_\_\_\_\_  
Date

**Emergency Contact during the event**  
440-991-7816 Tab Gordon

## **BAINBRIDGE TOWNSHIP FACILITIES RULES**

- **All payments are to be paid in full before the event, please make checks payable to Bainbridge Township**
- Closing times: Monday-Sunday/Holiday, 10:00 p.m. Friday and Saturday, 1:00 a.m. (The function needs to begin and end early enough to allow for setup and cleanup.)
- The facility will be opened for Sunday or legal holiday pending availability of security. It will not be opened Saturdays, Sundays or on a holiday to remove articles left there from a previous night's activities.
- If reservation is cancelled within 30 days of date of activity, the deposit may be forfeited.
- If clean-up the day after is cancelled within 30 days of the event, 50% of the fee will be returned. Afterwards the fee is non-refundable.
- **The facility must be returned to its original condition**, to include but not limited to the following:
  - If kitchen is used, it must be cleaned and all equipment/dishes returned to proper location.
  - If tables are used, they must be cleaned; all debris must be picked up and taken to the dumpster.
  - Floor shall be swept, mopped, and hallway mats vacuumed. Please clean all spills.
  - There shall be **NO SMOKING** in any of the Township facilities.
  - No staples, nails, tacks nor tape are to be used to fasten any material to the walls, ceiling, or beams.
  - Wall decorations or suspended decorations are to be fastened to the existing wire which is around the perimeter of the Town Hall. All decorations must be removed.
  - Neither staples nor tacks shall be used to fasten paper or other materials to the tables.
  - No township property is to be removed from the premises.
- No silly string and/or water balloons in ANY of the buildings
- No helium balloons and/or Mylar balloons in Dining Hall or Town Hall; deposit may be forfeited.
- Christmas trees, pine boughs, and crepe paper must be fireproofed. No live trees will be permitted.
- No opened flamed candles are allowed. (Candles must be enclosed in containers.)
- **An Off Duty Officer** will be required if serving alcoholic beverages or as deemed necessary by Bainbridge Township. Applicant is responsible to contact Bainbridge Township Police Department to schedule an off duty officer, 440-543-8252, no later than two (2) weeks prior. *If no off duty officer is present and alcohol is served, the deposit may be forfeited.*
- **If selling alcohol, a temporary liquor permit is required.**
- Tent site is only available to Scout Troops.
- **Copy of driver license must be included with this form.**
- If a caterer is used, please advise them of terms of contract. If someone other than the applicant is responsible for closing, please provide him/her with a copy of this contract.
- Name of Caterer is to be provided to the Bainbridge Township Service Department.

The security deposit will be returned after the event by U.S. Mail, less an amount sufficient to cover any damages or outstanding fees and/or additional costs due to the Township as a result of this function. (If damages must be assessed the Service Director will determine an appropriate amount to be deducted.)

**Bainbridge Township assumes no responsibility for any food prepared at the facility requested by outside catering services, individual renting groups, or other food preparations services. Any groups renting from Bainbridge Township are directly liable for their own food preparation, handling, and storage.**

**The applicant and organization are personally liable for all duties of the applicant outlined herein:**

The applicant agrees to be fully liable for any and all damage caused to the building requested or any property located therein by the applicant, any of its officers, agents, or employees, or anyone permitted, authorized, or allowed by the applicant to be at the building requested pursuant to this reservation. At the Trustees' discretion, any such damage may be remedied by the Township, and the applicant agrees to be fully liable for any costs incurred by the Township in repairing such damage and any fees, costs, and expenses incurred by the Township in recovering its costs and expenses, including its attorney fees and court costs.

The undersigned applicant and organization personally agree, as a further consideration and inducement for the consummation of this agreement, to protect and save harmless the Township of Bainbridge and the Bainbridge Township Board of Trustees from all actions, claims and demands whatsoever, that may now or hereafter exist, on account of any injuries, property damage or any other claims whatsoever and to reimburse and make good to Bainbridge Township and Bainbridge Township Board of Trustees, any loss and expense said Township or Board may be required to pay as a result of any action, claim or demand on account of injuries, property damage or any other claim whatsoever arising from the use of the Bainbridge Township facility by the undersigned individual, organization, or other individuals, partnerships or corporations hired or employed by said applicant for the activity and use described above or permitted by the undersigned individual or organization to be at the building during the term of this reservation.

Local civic organizations

Groups may include, but are not limited to, the following: religious/church functions, homeowner's associations operating under by-laws and including fifteen (15) or more homes, Scouts, YMCA/YWCA, senior citizens, 4H, etc.

A Facility Rental Fee Waiver and Reduction Request application form must be filled out prior to any reservations. No fees will be waived until the form has been approved.

- After-hours events/meetings for Town Hall will require a building attendant. Renters will be required to submit a security deposit and pay the attendants current hourly rate for use of Town Hall. Lakeside and Burns-Lindow may require an opening and/or closing fee.
- Re-occurring events/meetings after-hours at the Burns-Lindow and Lakeside facilities may be provided a key, or key code, and will be required to submit a security deposit.