

RESERVATION FORM FOR BAINBRIDGE TOWNSHIP FACILITIES

THIS FORM MUST BE RETURNED TO THE SERVICE DEPARTMENT IN ORDER TO RESERVE THE FACILITY.

Office number 440-543-9874

Fax 440-543-3566 or

E-mail Service@bainbridgetwp.com or

Drop off or mail to 17800 Haskins Road, Chagrin Falls, Ohio, 44023. Monday-Friday 7am-3pm

Name of Applicant _____

Organization _____

Date of Activity _____

Type of Activity _____

Buildings/Areas Requested _____

Hours: From: _____ To: _____

Est. Number of Persons: _____

Bainbridge Township Resident _____

Non-Resident _____

Security Deposit \$ _____

Rental Fee \$ _____

All payments are to be paid in full before the event, please make checks payable to Bainbridge Township

Closing times: Monday - Thursday, 10:00 p.m. Friday and Saturday, 1:00 a.m. Sunday/Holiday, 10:00 p.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.

Contact Number: _____

E-mail: _____

Applicant's Address: _____

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

BAINBRIDGE TOWNSHIP FACILITIES RULES

- X Town Hall, Burns-Lindow, River Road Park, Settlers Park, & Heritage Park is available to Bainbridge Township residents only.
- X 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.
- X If reservation is cancelled within 30 days of date of activity, the deposit may be forfeited.
- X 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 or ceiling. Wall decorations or suspended decorations are to be fastened to the existing wire which is around the perimeter of the 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.
- X No silly string and/or water balloons in ANY of the buildings
- X No helium balloons and/or Mylar balloons in Dining Hall or Town Hall; deposit may be forfeited.
- X Christmas trees, pine boughs, and crepe paper must be fireproofed. No live trees will be permitted.
- X No opened flamed candles are allowed. (Candles must be enclosed in containers.)
- X Security will be required if you serve alcoholic beverages or as deemed necessary by Service Director.
- X Tent site is only available to Scout Troops.
- X **Copy of driver license must be included with this form.**

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.

Local civic organizations

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

Note: Civic groups and Homeowner's Association whereas the rental fee has been waived and the facility will be open only for the hours for which it is rented and as stated in this reservation.

- X Any after-hours event/meeting less than three (3) hours, not requiring a building attendant for the Lakeside and/or Burns-Lindow will have a key provided and will be required to submit a security deposit. Any after-hours event/meeting hours more than (3) hours will require to pay an attendant opening and closing fee or perform a service project.
- X Any after-hours for Town Hall and Dining Hall will require a building attendant. Renters will be required to submit a security deposit and may choose to either pay for the attendant current hourly rate or perform a service project.

Emergency Contact Number during the event- 440-241-6375 Dave Mitchell Sr.

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.