

**CHAGRIN FALLS TOWNSHIP**

83 North Main Street  
Chagrin Falls, Ohio 44022  
(440) 247-8422

**Trustees**

Thomas F. Florkiewicz  
John Finley  
Brian Paul

**Fiscal Officer**

Elizabeth Boles

**RENTAL AGREEMENT – Daily Rental by For Profit**

Please fill out in duplicate. Keep one copy and send one copy to Township Office with at least 50% of the rental fee and a separate security deposit check. Balance of rental fee is due before use of Town Hall commences.

Name/address of person/organization responsible for event:

\_\_\_\_\_  
Name Where did you hear about renting Township Hall?

\_\_\_\_\_  
Address and email

Phone number: \_\_\_\_\_, Rental Dates: \_\_\_\_\_, Tax I.D. number: \_\_\_\_\_

Chagrin Falls Non-Profit Sponsor and contact: \_\_\_\_\_

Chagrin Valley Chamber Member (Initial to confirm membership): \_\_\_\_\_

**You will receive the key to the Township Hall the time you write down. Please include the time it will take to set up and clean up the Hall in your rental hours.**

Number of persons attending: \_\_\_\_\_ (fire code max. is 110 w/ tables and 250 without tables)

I will \_\_\_\_\_ **will not** \_\_\_\_\_ need the use of the speakers and/or microphones at an additional cost of \$45.

Paid \_\_\_\_\_ Check # \_\_\_\_\_

I will \_\_\_\_\_ **will not** \_\_\_\_\_ need the use of the projection unit, which includes the speakers and microphones at an additional cost of \$100. Paid \_\_\_\_\_ Check # \_\_\_\_\_

Rental Fee (\$500.00/day - Initial and provide check number): \_\_\_\_\_

Security Deposit (\$250.00.00 – Initial and provide check number): \_\_\_\_\_

The undersigned Applicant has read the “Township Hall Rental Policy” pertaining to this request and use of the Chagrin Falls Township Hall, which are incorporated herein, and agree to be bound by the same. The Policy can be found at [www.chagrinfallstowship.org/hallrental/html](http://www.chagrinfallstowship.org/hallrental/html).

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

\_\_\_\_\_  
Date

**RECEIPT**

The Clerk/Trustee hereby acknowledges receipt of this request, the deposit for the rental and the security deposit above set forth.

\_\_\_\_\_

\_\_\_\_\_  
Date

Revised: January 2, 2018