

**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

**WEEKEND RENTAL AGREEMENT – (FRIDAY, SATURDAY, SUNDAY)**

Please fill out in duplicate. Keep one copy and send or email one copy to Township office with a security deposit of \$250.00 and at least half of the rental fee. Township email for rentals is [eamaciver@roadrunner.com](mailto:eamaciver@roadrunner.com).

Name, address, and email of person/organization responsible for event:

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

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

Phone number: \_\_\_\_\_ Dates of Activities: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_ A.M./P.M (circle) Type of Event: \_\_\_\_\_

**Please include the time it will take to set up and clean up the Hall in your rental hours.**

Per the fire code the number of persons attending cannot exceed 110 w/ tables and 250 without tables.

Rental Fee is \$40.00 per hour up to 10 hours. The fee is \$400.00 for 10 to 24 hours of the same day (the “Daily Rate”). Any individual paying the Daily Rate may reserve the Township Hall for set up the previous day from Noon until Midnight (if available) for an additional charge of \$200.00.

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

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

Security Deposit Received: \_\_\_\_\_ (Check # \_\_\_\_\_)  
Rental Fee Received: \_\_\_\_\_ (Check # \_\_\_\_\_) Balance Due: \_\_\_\_\_

Please make out 2 separate checks – one for the \$250.00 security deposit and one for at least half the rental fee. **Make checks payable to Chagrin Falls Township.** Mail contract and checks to 83 N. Main St., Chagrin Falls, OH 44022, ATTN: Betty MacIver

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  
Revised: July 20, 2018

\_\_\_\_\_  
Date