

## **TOWNSHIP HALL RENTAL POLICY**

Thank you for your interest in renting Chagrin Falls Township Hall. The policies stated herein represent the contract terms for events at Chagrin Falls Township Hall, unless otherwise specified. The hall is available to both residents and nonresidents of Chagrin Falls. The hall is smoke-free and handicapped-accessible. The hall is roughly 1,618 square feet. Groups as large as 240 can be accommodated if the event is basically a standup affair. Groups of 110 can be accommodated for sit down events.

### **RESERVATIONS**

If you wish to schedule an event, please contact Betty Maclver, Chagrin Falls Township Hall Rental Agent, to check the availability of the date you are requesting. If the date is available, complete the rental agreement, which can be found on our website, [chagrinfallstownship.org](http://chagrinfallstownship.org). Send the agreement, along with two separate checks, made payable to Chagrin Falls Township, to Betty Maclver, 83 N. Main Street, Chagrin Falls, OH 44022. You will receive a confirmation of receipt of the contract and checks via email. WE ARE NOT EQUIPPED TO ACCEPT CREDIT CARDS.

Rental applications will not be accepted more than six (6) months before the intended use. However, applications will be accepted up to twelve (12) months before the intended use, as long as full payment (deposit and rental fee) is made with the application.

### **DEPOSIT AND FEES**

Township Hall may be rented by the hour or by the day. The weekday rental fee (Monday through Thursday) is \$40/hour with a daily maximum of \$400. The weekend rental fee (Friday through Sunday) is \$50/hour with a daily maximum of \$500. At least 50% of the rental fee is required upon submitting the rental agreement. The balance of the rental fee is due prior to receiving the keys to Township Hall. Time allowed for set-up and clean-up must be included when calculating rented hours needed. Chagrin Valley Chamber of Commerce members are entitled to a 10% discount of the rental fee only. The discount does not apply to the rental of the projection unit, microphone or speakers.

A security deposit of \$250 is required. Failure to return the hall to the state in which it was found may result in the forfeiture of the security deposit. The security deposit will be returned after the event once an inspection of the hall has been completed and it has been determined that the hall has been left in good condition and ready for the next renter.

Renters agree to be financially responsible for all damages they or their guests cause to Township Hall. Renter's liability may exceed the amount of the security deposit. Retention of the security deposit does not waive the right of the Chagrin Falls Township trustees to seek other redress.

A \$25.00 charge will be assessed for any keys that are not returned within 24 hours of the conclusion of the event.

## **FACILITY USE**

Your contract permits you to use the Township Hall for only the date, time and purpose defined in the contract. The building is provided for use in "as is" condition and must be left reasonably clean by your group and ready for the next renter. We ask that you treat the building, furnishings and grounds with respect. The Township is not responsible for lost or stolen articles.

The renter may not sublet the Township Hall or any portion thereof at any time.

The offices of the Chagrin Valley Chamber of Commerce are upstairs and are not available for use by the renter.

There are NO KITCHEN FACILITIES. Grills may be used on the driveway with permission from the Chagrin Falls Village Administrator (440) 247-5050, at least two (2) weeks prior to the rental date.

AV equipment is available for rent at an additional fee. The equipment includes a projector, screen and microphone/speaker system. The rental fee for the projector, speaker and microphone is \$100. The microphone and speaker can be rented separately for \$45.00.

## **ROOM SET-UP and DECORATIONS**

The renter is responsible for setting up for their event. The hall measures roughly 32 feet by 60 feet. There are twelve (12) eight (8) foot long rectangular tables and 110 folding chairs that are included in the rental fee. There are also 3 high top tables that are available for your use. We do not provide linens for the tables. The front foyer may be used by the renter, however, all pamphlet racks and counter materials MUST be returned to their original location, if they have been moved. Nothing is to be removed from the premises.

Decorations are permitted. Do not use nails, tacks, scotch tape, masking tape or any other substance that causes permanent marking or damage to the walls or doors. Painter's tape is suggested for putting up decorations. No decorations are allowed on the video screen.

Per our insurance, open flames, votives and candles are not permitted anywhere inside the Township Hall.

**Helium balloons** are **NOT** to be released in the hall. The trustees reserve the right to deduct the cost to remove the balloons from the ceiling and/or the cost to repair the ceiling fans that have been damaged by released balloons.

Coat racks are not provided.

## **CLEAN-UP**

At the conclusion of the event, the renter shall wipe off the tables, stack them on the dolly and return them to their original location. Chairs shall be free of any food or beverage spills, stacked on the dolly and returned to their original location. All personal items must be removed.

All necessary cleaning supplies can be found in the utility closet behind the desk in the foyer. The floor must be swept and damp mopped. All trash must be removed and placed in the trash containers at the end of the driveway. Trash cans are to be relined with plastic bags, which can be found in the utility closet.

Please report any damage you have caused to Betty MacIver.

## **ALCOHOL**

Alcohol may be served, as permitted by Ohio law. No alcoholic beverages may be sold on the premises without a special use license from the Liquor Control Commission. This includes tickets sold prior to an event, in which the price of the ticket includes the serving of alcohol. Securing this license takes at least twenty (20) days. The renter is responsible for obtaining the license, complying with all liquor control laws and controlling their guests.

## **SECURITY**

Hiring an off duty Chagrin Falls police officer, upon approval by the Chief of Police of the Village of Chagrin Falls, is encouraged for all functions when liquor is served. To hire an off-duty police officer, contact the Chagrin Falls Police Department at (440) 247-7321. At their discretion, the trustees may require that renters utilize chaperones and/or off-duty police officers at any Township Hall function. Rental for events involving teenagers **MUST** hire an off-duty police officer.

## **PARKING**

Parking for Township Hall functions can be anywhere except in parking lots labeled Private Parking. If Township Hall renters park in private lots, the lot owners may have the vehicle ticketed or towed. Parking spaces directly in front of Township Hall may be reserved for guest drop off or valet service, by contacting the Chagrin Falls Police Department.

## **CANCELLATION**

If the renter cancels at least 30 days prior to their event, all fees will be refunded. No refunds will occur after 30 days.

Sudden unexpected events, such as loss of power, fire or weather damage may result in cancellation of your event. In this case, the Township will refund both the rental fee and the security deposit. The Township accepts no liability for any loss incurred as a result of the event's cancellation.

## **RENTAL BY FOR PROFIT ORGANIZATIONS**

Rental of Township Hall by for-profit organizations requires a Chagrin Falls non-profit sponsor and membership by the for-profit in the Chagrin Valley Chamber of Commerce. These rentals are on a daily basis at a rental fee of \$500, a security deposit of \$250 and a minimum donation to the chosen Chagrin Falls non-profit organization of \$500.

## **LIABILITY**

The renter, the sponsoring organization and caterer agree that by renting Township Hall, they will hold the Township of Chagrin Falls, its Trustees, Fiscal Officer and employees harmless from any liability for loss or damage to any person or property in or upon the premises of Township Hall and the adjoining sidewalks, driveway or elsewhere arising from the use of Township Hall, including damage or injury to the person and property of the renter, the sponsoring organization, caterer, their employees and agents and all persons on the premises at their invitation or sufferance.

This policy may be changed at any time. This policy becomes a part of your rental contract when you sign the rental agreement. Chagrin Falls Township reserves the right, by Resolution, to apply additional policies.