



## Facility Rental Rules and Regulations for the Gazebo

### Bay Village Rental Facilities are Available to Bay Village Residents Only

**The Renter hereby agrees to abide by the following:**

**Gazebo Rental:** The Cahoon Park Gazebo may be rented by Bay Village residents in 4-hour increments for a \$35.00 Fee. It does not require a security deposit. The City provides the renter with a Certificate to show they have rights to the Gazebo for the designated hours. Renters should be aware that other generally scheduled or special activities at the Cahoon Park may be held at the same time that the Gazebo is rented. The City will do its best to inform the Renter of any "special" events. The Gazebo is available for photographs on a first-come, first-serve basis without a rental reservation.

**Cancellations:** The signer may cancel the agreement 30 days prior to the event for a 100% refund; 14 days prior for a 50% refund, and less than 14 days they will forfeit any rental monies received.

**Facility Rental Hours:** The Gazebo can be reserved from 8:00 am to noon, noon to 4:00 pm, and 4:00 pm to 8:00 pm. As stated above, these are the hours the City will provide the Renter with a Certificate stating they have rights to the Gazebo during the rented hours.

### **Renter Responsibilities**

Renter must be a resident of Bay Village 21 years or older. Renters may NOT sublease the facilities.

Groups shall not arrive before the authorized rental time and shall leave the premises at the expiration time. Set up and cleanup is to be done during the time of the rental. The Renter must remain on the premises the entire time the event is being held. If any damages occur, the Renter shall be held responsible and will be billed for any repairs that are required.

Any misrepresentation of the description of the group size or use to be undertaken at the facility shall cause the rental agreement to become null and void at the opinion of the City of Bay Village; the event can be closed and it may preclude future rentals.

The Renter shall have adequate personnel in charge to manage the function/event, and said personnel or designees shall refrain from entering or allowing entrance to parts of the facility not covered by this agreement.

The Bay Village rental facilities may only be rented for private personal, non-profit gatherings including, but not limited to, birthday parties, showers, receptions, meetings, reunions, etc. Facilities shall not be rented for profit-making purposes nor shall the Renter charge guests a fee for their attendance at the event unless the ticket fee is for a charitable / non-profit fundraising purpose.

**Alcohol:** Alcohol may NOT be consumed at or around the premises of the Cahoon Park Gazebo; it is illegal and strictly prohibited.

**Animals, Pets, Wildlife:** If pets are present at a reserved event at the Gazebo, the Certificate Holder is responsible for ensuring guest safety and cleaning up after them.

Programmed presentations using domestic animals, pets, wildlife, exotic animal exhibits, kiddie farm petting zoos, pony rides, etc. are prohibited unless the program is sponsored by the City of Bay Village, the Bay Village Lake Erie Nature and Science Center, or the Cleveland Metroparks.



**Bounce Devices and Hot Air Balloons:** Bounce devices and hot air balloons are prohibited within the facility and surrounding area.

**Decorations:** Decorations may not be adhered to the Gazebo structure in any way and any decorations must be removed immediately after the event.

**Equipment and Furniture:** The City does not provide chairs, tables, podiums, or other equipment for the Gazebo.

**Fire Safety:** Smoking is prohibited. All rental facilities and surrounding areas are designated smoke free. Candles, open flames, fireworks, sparklers, smoke machines, and live flame fires of any type are prohibited.

**Handicap Access:** The Gazebo has NO handicap access ramp.

**Music and Entertainment:** Music must be at a reasonable volume.

**Safety:** The Renter should ensure that the steps are not obstructed in any manner that creates a safety hazard for their guests, and that guests do not stand, sit, or lean on the Gazebo railings.

**Viewing Facilities:** Renters may view the Gazebo prior to renting during park open hours.

Call 440.871.2200 with questions or to make a reservation.