



Building Rental and Use Agreement

Email: Desk@cityofbayvillage.com Phone: 440-871-2200

Facility: Bay Lodge Gazebo

Check One:: Private Non-Profit City

Event Date: _____ Event Time: _____ (include setup/breakdown time)

Type of Event: _____ Expected number of attendees: _____

Name of Organization: _____

Contact Person: _____ Email: _____

Address: _____ Phone: _____

Refundable Security Deposit: \$_____ (Due at time of reservation)

Rental Fee: \$_____ due by _____ (Two weeks before event)

Security Deposit refunded to: Organization or Contact (above)

Other (name and contact info): _____

This reservation is not confirmed until the security deposit and signed agreement are received. If the check is returned NSF, the agreement will be void and the reservation cancelled.

Alcohol: If renting Bay Lodge on a Friday or Saturday and alcohol is to be served after 8:00 pm, the renter is required to hire a police officer. Call the Police Department at 440-871-1234 and ask to reserve an officer for Bay Lodge, and supply us with the officer's name. If you cancel your event, you are responsible for notifying the Police Department.

Bay Lodge Security Officer required (check "Yes" or "No" below):

Yes Police Officer _____ will be at our event.

No There will be no alcohol served at this event, or this event will not be held after 8:00 pm on a Friday or Saturday.

_____ (Signature of Renter)

I have read the Rental Rules and Regulations for the facility and agree to abide by all. I am a resident of the City of Bay Village and I am 21 years of age or older.

Signature of Renter: _____ Date: _____

(Facilities are for rental by Bay Village residents and groups only, and the Renter is responsible for all persons in the group)

City Representative: _____ Date Received: _____

Deposit Paid: _____ check / cash / credit Batch# _____ Receipt# _____ Finance _____

Rent Paid: _____ check / cash / credit Batch# _____ Receipt# _____ Finance _____

Key Card Issued: _____ Deposit Refund to Finance: _____