

CITY OF BAY VILLAGE, 350 DOVER CENTER RD., BAY VILLAGE, OHIO 44140

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Phone: (440) 899-3407

BUILDING RENTAL AND USE AGREEMENT

BAY LODGE

COMMUNITY HOUSE

GAZEBO

| | |
|---|---|
| Event Date: _____ | Time: _____ (Include set-up/breakdown time) |
| Name of Organization: _____ | |
| Contact Person: _____ | Email: _____ |
| SECURITY DEPOSIT refunded to: (Organization or contact & address if different from above.) _____ | |
| Address: _____ | Phone: _____ |
| Cell Phone: _____ | Type of Event: _____ |
| Security Deposit: _____ (Due at time of reservation) | Rental fee: _____ (Due two weeks before event) |

ALCOHOL: If renting the Bay Lodge on a Friday or Saturday and alcohol is to be served after 8pm the renter is required to hire a police officer. Call 871-1234 and speak to Calvin Holliday to reserve an officer 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: YES NO

Police Officer: _____ will be at our event.

There will be no alcohol served at this event. _____

Signature of Renter

THIS RESERVATION IS NOT CONFIRMED UNTIL THE SECURITY DEPOSIT & SIGNED CONTRACT ARE RECEIVED. IF THE CHECK COMES BACK NSF, THE CONTRACT WILL BE VOID & THE RESERVATION CANCELLED. Due by: _____

I have read Conditions and Terms of Agreement and agree to abide by all. I am a resident of the City of Bay Village & I am 21 years of age or older.

Signature of Renter/User: _____ Date: _____

(Buildings are for rental/ use by Bay Village residents and groups only, above is responsible for all persons in group)

City Representative: _____ Date Received: _____

Date Contract Sent: _____ Initials: _____

S.D. Receipt#: _____ Check#: _____ Date Rec'd: _____ Dep. refunded: _____

Rent Receipt#: _____ Check#: _____ Date card issued: _____