



Village of Walton Hills • Community Event Center
14660 Alexander Road • Walton Hills, OH 44146

ROOM RENTAL CONTRACT

COMMUNITY EVENT CENTER ROOM RENTAL RULES TO FOLLOW:

► Purpose of Facility:

- Community Event Center is reserved for Special Events/Parties to enjoy with family and friends!
- Community Event Center CANNOT be used for political fundraising purposes.
- SMOKING is not permitted in the building but is permitted 20' from door outside building.
- Please make sure that your guests use receptacle to dispose of cigarettes and/or cigars.

► Pets and Teenage Parties:

- Pets or any other animals are not permitted in the Community Event Center.
- At least two adult chaperones are required for teenage parties.
- NO ALCOHOL permitted at teenage parties. Same laws apply!

► Capacity of Building:

- **Banquet Hall:** 176 people with Tables/Chairs (Round Tables are 60" Diameter)
- **Multi-Purpose Room:** 90 people with Tables/Chairs (Round Tables are 72" Diameter)
- **Parking Spaces:** 85 Parking Spaces available

► Security Deposit and Rental Fees:

- Must be paid by **Cash or Check** payable to *Village of Walton Hills*. Credit Card not accepted.
- To reserve event date, a Contract and Security Deposit paid in full must be submitted.
- Rental Fee must be paid in full **no later than 2 weeks** prior to the event date.
- Police Officer must be paid in CASH **no later than 2 weeks** prior to the event date.

► Rental Hours:

- Activities outside the building and in the parking lot are prohibited.
- All parties must conclude by:
 - **Fridays/Saturdays:** By 11:30 PM and leave premises no later than Midnight
 - **Sundays thru Thursdays:** By 10:30 PM and leave premises no later than 11 PM

► Bar and DJ:

- Last call at the bar is 30 minutes before the Event End Time on Contract.
- DJ must also shut down 30 minutes before Event End Time on Contract.

► Person on Contract Responsibilities:

- Picking up key to Event Center after 9 AM from Dispatch at the
 - **Walton Hills Police Dept. at Village Hall, 7595 Walton Road, Walton Hills, OH 44146**
- They will have to leave their Driver's License with Dispatch in exchange for the key to building.
- When key is returned to Dispatch, their Driver's License will be returned.
- Allen key can be used to unlock outside doors for guests. Directions on door push bar.
- Signer **must remain on the premises the entire time of set up and event time** and is responsible for any damages to building and/or property.

► Set-up:

- Diagram of room set up needs to be turned in **no later than 2 weeks** before date of event.
- Tables and Chairs will be set up according to the diagram that is given to Village staff.
- **Residents ONLY:** If renting chair covers, they will be in room but we do not put them on chairs.
- If you need to set up the day before your event, you will need to rent the rooms ahead of time or you can take a chance that the rooms will be available the day before your event.

► **Decorating Info:**

- No open flames or candles permitted in the building. Battery operated candles preferred.
- Chafing dishes with sternos to keep food warm are permitted.
- No Glitter, Confetti or Rice permitted in the building or on the premises for obvious reasons.
- No helium balloons permitted in the rooms due to ceiling heights and/or fans.
- No Tape, Pins and/or Nails of any kind are permitted on the walls. Table decorations are permitted and preferred. If you have a few wall decorations, you can use *Loctite Mounting Putty* or Command Strips.

► **Police Officers:**

- Person on Contract shall provide a safe environment for their guests at all times.
- Events having 75-150 guests will need one (1) Police Officer on site during entire event time.
- For events having more than 150 guests, two (2) Police Officers are required.
- Events serving alcohol must have Police Officer on site for the entire event time. They will be hired by the Walton Hills Police Chief. Police Officers fees are \$35/hour with a **minimum of 4 hours** and must be paid in cash **no later than 2 weeks** before event date.
- All Village property is under surveillance 7 days a week / 24 hours a day and may be monitored periodically for safety and compliance with these rules.

► **Senior Library / Lounge Area:**

- No food, drinks or unsupervised kids allowed in the Library area at the Community Center.
- Please do not move the furniture, books, puzzles and/or decorations in this area.

► **Caterers:**

- As per the Board of Health, if you are using caterer, they must provide the Village of Walton Hills a copy of their Board of Health License. **Must be received 2 weeks before event.**

► **Liability insurance:**

- We will need a copy of a Certificate of Insurance listing the Village of Walton Hills as an additional insured on your insurance policy two weeks before the event.

► **Clean up:**

- Please leave building in same condition that it was found at the beginning of the rental.
- Room must be cleaned out of all party decorations and/or supplies brought into the building.
- Any signs outside the building must be removed when cleaning up at the end of your event.
- Tie all trash bags and put in Dumpster at the far corner of the parking lot by white fence.
- Make sure floors are clear of any garbage/spills so the clean-up crew can vacuum and mop.
- Before leaving, lock all doors with Allen key and make sure that they close completely.
- Village is not responsible for items left behind on the premises.

► **Security Deposit:**

- If rules are not followed and/or damages occur to room, building or premises, the person on the contract will be held responsible and will forfeit a portion or all of the Security Deposit to be able to pay for any additional cleaning and/or damages.

► **Cancellation Policy:**

- If event is cancelled within 10 days of event, there is no refund on the Security Deposit.

The Village of Walton Hills Council reserves the right to restrict or change any of these rules. Any person who signs the Rental Contract shall be responsible to see that all users of the facilities observe all rules, regulations, ordinances and laws of the Village of Walton Hills delineated in Section 1062.01 of the Codified Ordinances of Walton Hills, OH (see copy of this Ordinance attached).

I have Read and Understand the Above Rules in Renting Room/Pavilion from Village of Walton Hills:

Renter's PRINTED Name (Must be 21 yrs. or older): _____

Renter's Signature: _____ **Date** _____