



C.I. Beaver Hall (Great Room
Reservation)
3696 Highmont St
Beavercreek, OH 45432

****Please print legibly when filling out the form****

Name: _____

Address: _____

City, State, Zip: _____

Contact Information: phone: _____ phone: _____
Home Home Cell Cell

Email: _____

Purpose of rental: _____
(reception, party, meeting, etc)

Number of guests in attendance: _____ Date: _____

Set up Time: _____ Start Time: _____ End Time: _____ Exit Time: _____

Total Time Needed (include set up and clean up time): _____

*** Renter only has use of facility during the date and times requested***

Please note - You will be held responsible for any damages that may occur during the course of your event. Please make sure the facility is cleaned up: tables wiped down and stacked, along with the chairs; trash needs to be placed in the dumpster outside; make sure all lights are off and the building is locked when you leave. You will be billed for any additional cleaning or services the City may have to provide; including damages and/or missing property.

Great Room

Rental Fees - Resident: \$250 for 4 hour rental		= \$ _____
\$55 for each additional hour after 4 hours	\$55 x _____	= \$ _____
11+ hours rate \$600		= \$ _____
Non -Resident: \$300 for 4 hour rental		= \$ _____
\$65 for each additional hour after 4 hours	\$65 x _____	= \$ _____
11+ hours rate \$720		= \$ _____
Tables & Chairs Set Up Fee \$100		= \$ _____
Use of Meeting Room: Resident \$25/ hr or Non-Resident \$30 / hr (As add on to Great Room Rental)		= \$ _____
Alcohol Insurance: (will submit quote) _____ Not Requested		= \$ _____
3% charge for credit card payment		= \$ _____
Total Amount Due		= \$ _____

Non-Refundable deposit - 50% of rental amount

****Balance due 60 days prior to rental date****



C.I. Beaver Hall
3696 Highmont St
Beavercreek, OH
45432

Mailing Address
789 Orchard Lane
Beavercreek, OH
45434

C.I. Beaver Hall is a non-alcoholic facility per Code of Ordinance 95.18. Alcohol is only permitted upon approval from the Parks Director. A liquor liability policy is required with a minimum of \$1,000,000 listing the CITY as an additional insured.

Code of Ordinance 95.18(O)

No person shall consume, possess or display the presence of any alcoholic beverage in a park, except within a reserved building or area. For the purpose of this section, the term "alcoholic beverages" shall mean beer and/or intoxicating liquor as defined in R.C. § 4301.01. The term "Reserved Building or Area" shall mean a building or area within a park the use of which, pursuant to a permit issued by the Director, has been temporarily reserved by a person or persons to the exclusion of the general public.

All liquor liability insurance waivers will be purchased through the City of Beaver Creek to be covered through a Special Events Policy under Miami Valley Risk Management Association (MVRMA). An alcohol permit will not be signed until a liquor liability insurance policy is submitted. Liquor liability waiver must be purchased 30 days in advance of your rental. Liquor liability insurance waivers will be accepted by caterers, as long as the City is listed as an additional insured.

Printed Name: _____

Signature: _____

Date: _____