

# BANQUET HALL AGREEMENT

The renter in this contract is Brookfield Township for the banquet hall facilities located behind the Fire Department at 774 SR 7 NE, Brookfield, OH.

The facilities to be rented refer to the Banquet Hall and Kitchen (excluding silverware, dishes, pots, pans, coffeepots, telephone etc.) which belong to the Fire Department and the Ladies Auxiliary.

1. The lessee agrees that the hours of rental shall commence at 9 am the day of the rental and conclude at 11 pm that evening at which time the hall must be vacated.
2. Per the Certificate of Occupancy, the maximum occupancy is 225, this includes everyone (guests, workers, volunteers, etc.). The total number of people in the hall (including the kitchen) shall not exceed 225.
3. Alcohol will be permitted **ONLY** with the signing of the security agreement with Brookfield Township Police Department. **There must be security present if alcohol is served - NO EXCEPTIONS!**
4. No decorations will be hung on the walls or from the ceiling. If any decorations are found on the walls or ceiling, they will be removed by the lessee prior to the start of the event. The lessee is responsible for the arrangement of the tables and chairs and all decorating and the removal of it all.
5. The lessee agrees that they will repair or replace any damage done to the property to the satisfaction of the renter.
6. The hall rental fee is \$250.00 plus a \$50 cleaning deposit which is refundable upon completion of the cleaning checklist; the rental fee and cleaning deposit is due at the time of the reservation. Cleaning deposits will be available for refund 5 business days after the event to allow for time of confirmation of the above guidelines have been met. Cleaning deposits not claimed after 30 days of the event will be forfeited.
  - a. Included in the rental is the use of the stove, sinks, coolers, counters, ice machine, tables and chairs.
  - b. Cancellation with full refund of fees is available up to 30 days prior to the reserved date; any cancellation made less than 30 days prior to the event will **NOT** be eligible for a refund of the rental fee or cleaning deposit.
7. The hall shall be cleaned in accordance with the included cleaning checklist; this list is also posted in the kitchen of the banquet hall. The cleaning of the restroom and moping of the floors will be the responsibility of Brookfield Township.
8. **No person shall be in any other part of the building except for the backroom where the ice machine is and the back restroom. Anyone found wondering in the building shall be evicted from the premises.**

The rental fee is \$250 plus a refundable \$50 cleaning deposit. Payment may be made by cash, check or money order made out to Brookfield Township. **Any check returned for nonpayment will be subjected to a \$25 returned check fee.**

Name of Lessee: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The lessor agrees that on \_\_\_\_\_ to rent the hall to the above lessee for the purpose of \_\_\_\_\_ for the fee of \$250 plus a \$50 refundable cleaning deposit.

The lessor wishes to have alcohol present. The lessor agrees that they will be responsible for the conduct of their guests and be held responsible for any damage that may occur.

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, number of guests: \_\_\_\_\_ (2 officers will be required for more than 100 guests)

I agree to the above terms and conditions of this rental agreement and understand that if I should violate any terms of this agreement that I may be subject to denial of permission to use the facility in the future. I also understand that the Brookfield Township Trustees will not be liable for any accident or injury arising out of the function and are not responsible for any acts of nature.

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

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For Office Use Only:

Amount received: \_\_\_\_\_ Receipt# \_\_\_\_\_ Date \_\_\_\_\_

Reservation Taken By: \_\_\_\_\_

DEPOSIT RETURNED: \_\_\_\_\_ Date \_\_\_\_\_

RETURNED BY: \_\_\_\_\_ TO: \_\_\_\_\_

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