



Thank you for your interest in renting the Berkshire Township Community Pavilion. Please refer to the Berkshire Community Pavilion Rental Policy which can be found on our website. The pavilion can be reserved May 1st – October 30th for a four-hour window of time between dawn and dusk. Please allow time for setup and clean up in your requested rental. If you have any questions, please contact the Berkshire Township office at 740.965.2992.

BERKSHIRE COMMUNITY PAVILION RENTAL AGREEMENT

Please fill out completely.

Person/Organization: _____
Please print. All applicants must be a resident/business of Berkshire Township.

Address: _____

Cell: (____)_____ Work: (____)_____ Email: _____

Date requested: ____/____/____ From: _____ a.m./p.m. To: _____ a.m./p.m.

Purpose of rental: _____

Please note: You will receive a written email confirmation which you should keep and bring to your event in case proof of rental becomes necessary.

Please write **two separate** checks payable to Berkshire Township, check one for the \$100.00 rental fee and check two for \$150.00 security deposit (*your deposit check will be returned once the Pavilion has passed the cleaning inspection*).

The applicant agrees to abide by the Berkshire Community Pavilion Rental Policy. I have read and understand and agree to all terms stated in the Berkshire Township Hall Rental Agreement in its entirety.

Applicant Signature: _____ Date: ____/____/____

FOR TOWNSHIP USE ONLY

Applicant: _____ Date Requested: ____/____/____

Rent check received: ____/____/____

Security Deposit check received: ____/____/____

Confirmation emailed: ____/____/____

Pavilion inspected: ____/____/____

Security Deposit returned: ____/____/____

Township Employee initials: _____