



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

Please print legibly when filling out the form

Name: _____

Address: _____

City, State, Zip: _____

Contact Information: phone: _____ phone: _____
Home 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): _____

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.

Classroom

Rental Fees - Resident: Total hours needed: _____ x \$20 (minimum 4 hours) = \$ _____

Non -Resident: Total hours needed: _____ x \$25 (minimum 4 hours) = \$ _____

Great Room

Rental Fees - Resident: \$225 for 4 hours rental = \$ _____

\$50 for each additional hour after 4 hours rental \$50 x _____ = \$ _____

Non -Resident: \$270 for 4 hours rental = \$ _____

\$60 for each additional hour after 4 hours rental \$60 x _____ = \$ _____

Alcohol Insurance: (will submit quote) = \$ _____

Not Requested

Total Amount Due = \$ _____

Non-Refundable deposit - 50% of rental amount = \$ _____

Balance due 60 days prior to rental date



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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 Superintendent. 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 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 Beavercreek 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.