

COMMUNITY HALL AT CENTRAL PARK
1755 Town Park Boulevard, Green, OH 44685

(330) 896-6621: Office Hours 8:00 a.m. – 4:00 p.m. weekdays

Mailing Address: P.O. Box 278, Green, OH 44232-0278

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RENTAL INSTRUCTIONS

To Reserve the Central Park Community Hall:

- Please check availability & submit your request online by visiting:
www.cityofgreen.org/online-reservations (you will need to create an account first before submitting your request)**
- Please include the **total** time you will be in the Hall, including set-up and clean-up time.
- You will receive an email notification regarding the status of your request (approved/booked or denied).
- Please pay **50% of the rental fees due** to secure the reservation (online, in person, or by mail).
- All rental fees are due 30 days before date of intended use.
- If you intend to sell alcohol and/or charge an entry fee for you event a liquor permit is required.

**** If you prefer, you may use this printable rental form and mail to the above mailing address, or drop off at the Parks & Recreation Office (at the above physical address). Please include a minimum of 50% of total rental fees by check made payable to City of Green.**

RENTAL RATES

Monday – Friday	Saturday – Sunday
➤ \$75.00 per hour	➤ \$100.00 per hour
➤ \$100 Set-up / tear down fee (optional)	➤ \$100 Set-up / tear down fee (optional)
➤ Minimum 3 Hour Rental	➤ Minimum 3 Hour Rental
➤ Maximum \$450 per day	➤ Maximum \$600 per day
➤ 50% of Rental Fees Due at Time of Reservation Confirmation	➤ 50% of Rental Fees Due at Time of Reservation Confirmation

Instructions:

- The doors will be unlocked and locked for you electronically. You will not need to obtain a key or a code to enter.
- The Community Hall will seat approximately 100 guests at tables. The tables are 72” rounds, 30” x 72” rectangle tables, and 36” bistro tables; tables include: 12 rectangle, 12 rounds (seats 8), and 9 bistro tables.
- Please clean the facility before leaving. Please wipe off the tables and return the chairs and tables to the original configuration with chairs pushed in.
- Please check and sweep all floors.
- Please collect and dispose of all trash in the trash bag lined cans provided, and remove all trash from your event. Dispose of all trash in the dumpster located at the Central Administration Building. (See attached map.)

Please be sure that all patio doors are locked before leaving the facility (handles in vertical position).

- Smoking, drugs, raffles, and games of chance are prohibited in the Community Hall. Cooking is also prohibited, although you may bring prepared food in.

If you have any questions or problems during your event, call the Parks & Recreation Division at (330) 896-6621 M-F 8 a.m.-4 p.m. If you have a problem or emergency after hours, please contact Green Fire Dispatch at (330) 896-6610.

COMMUNITY HALL AT CENTRAL PARK

RENTAL APPLICATION

Parks & Recreation Division: P.O. Box 278 Green, Ohio 44232-0278
(330) 896-6621

Date to be reserved: _____ Attendance expected: _____

Hours of use: IN: _____ OUT: _____ Total Hours: _____

Please indicate the ***total time*** you will be in the Center; make checks payable to ***City of Green***.

Name of Individual or Organization Representative: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Email address: _____

Description of Activity/Event: _____

I request City to provide staff to set up / tear down for my event? Yes No

Use of a Private Caterer (See list of preferred caterers)? Yes No

Will alcoholic beverages be served at your event? Yes No

*If alcohol is sold or an entry fee charged for your event, the State of Ohio requires the approved caterer to hold a liquor permit with the state of Ohio.

****The city requires a Summit County Deputy on site during your event while alcohol is sold/served, at your expense. Please call 330-643-2862 to schedule your deputy.***

We, the undersigned, make application as indicated above and obligate ourselves to become personally responsible for the conduct of the gathering, and for proper care of the property of the Central Park Community Hall. We further agree that any expenses for the repairing or replacing property damaged or destroyed shall be determined, as far as possible, before leaving the building, and settlement made for the same property immediately.

The undersigned agrees that it shall hold harmless the City of Green, the City of Green Council, Mayor, Clerk, and employees from any and all demands, claims, suits, actions and legal proceedings brought against, if from the rental of the facility.

The City of Green Parks and Recreation Division reserves the right to cancel the reservation upon notice to the applicant; reserves the right to require a cash deposit to cover potential damages; and reserves the right to request police protection at any or all events.

Applicant Signature: _____ Date: _____

To be completed by the Parks & Recreation Division:

DEPOSIT \$ _____ FEE \$ _____ DATE RECEIVED _____

COMMUNITY HALL at CENTRAL PARK
Reservation and Cancellation Policy

1. All reservations are confirmed upon confirmation of availability, receipt of rental application, and minimum 50% payment of all rental fees due.
2. ***Please note: renters are required to clean the facility and remove all trash prior to leaving.***
3. Full balance of rental fee is due no less than 30 days prior to the reservation date. **Your Event will be cancelled if balance is not paid in full as required.**
4. If reservation is made within 30 days of scheduled event, all payments are due at the time of reservation.
5. Should the applicant find it necessary to cancel a scheduled event, applicant has the opportunity to move the scheduled event to a different date and time, pending availability. Requests to move a scheduled event must be done so prior to 30 days of the original reservation date.
6. Reservations can be made up to 18 months in advance of intended date of use.
7. A liquor permit is required if a qualified organization intends to provide beer, or intoxicating liquor (wine, mixed beverages of spiritous liquor) either for sale by drink or through the use of an entrance fee, cover charge etc. - ***State of Ohio Department of Commerce Division of Liquor Control***
8. No liquor permit is required if an individual or organization intends to provide beer, or intoxicating liquor at a private function where access is restricted to invited guests only, such as a wedding reception, for which no admission fee is charged or any alcoholic beverages sold. - ***State of Ohio Department of Commerce Division of Liquor Control***

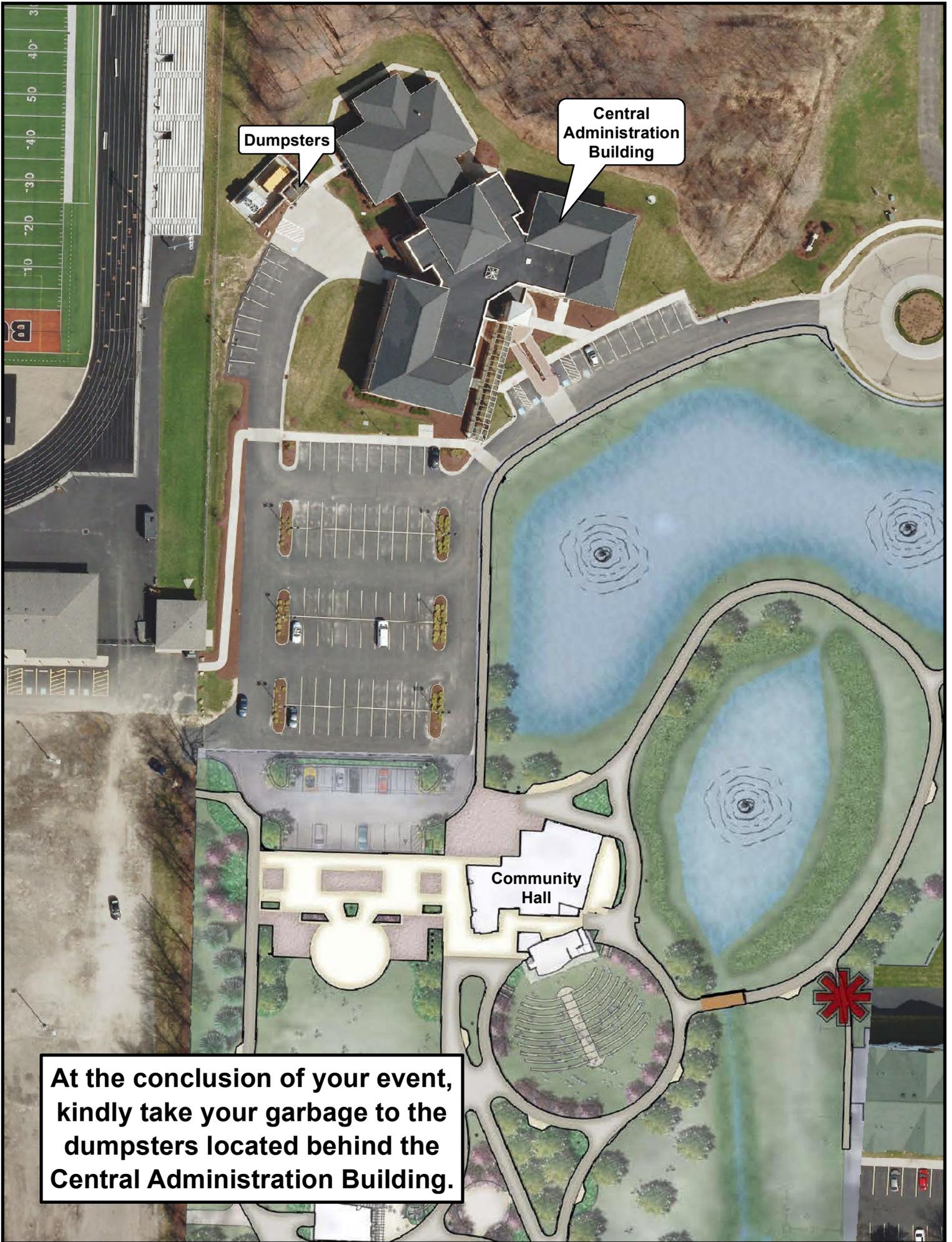
By signing I acknowledge that I have read and understand this reservation and cancellation policy.

Signature

Date

Print Name

Date



Dumpsters

Central Administration Building

Community Hall

At the conclusion of your event, kindly take your garbage to the dumpsters located behind the Central Administration Building.



Preferred Caterers

- **Menches Brothers**

www.menchesbros.net

330-896-2288

Ask for Linda, Debbie, or Mary

- **Charlie Brown's Catering**

www.charliebrowns catering.com

330-832-5400

charliebrowns catering@gmail.com

Ask for Rob Netro

- **Legends Sports Pub & Grille**

www.legendssportspub.com

330-896-4433

Ask for Brian

- **Jerzees Sports Grille**

www.jerzeesgrille.com/green

330-896-9464

- **Pancho's Southwestern Grille**

www.panchosgrille.com

330-896-1991

Ask for manager on duty

(will need at least a 2 week notice)