

**CHEVIOT MEMORIAL BUILDING RENTAL AGREEMENT FOR NON-RESIDENT**

The City of Cheviot (referred to hereinafter as the City) and \_\_\_\_\_  
whose address is \_\_\_\_\_ (referred to  
hereinafter as the renter) do hereby execute the following agreement to rent facility at Cheviot  
Memorial Fieldhouse, located at 3729 Robb Ave., Cheviot, Ohio 45211 under the following terms  
and conditions:

Date of Contract: \_\_\_\_\_

	<u>Rental</u>	<u>Deposit</u>
A. Upper Hall – First Floor (maximum capacity 450 people)	\$1,000.00	\$200.00
Basketball/volleyball gym time		\$75.00 per hour
	<u>Rental</u>	<u>Deposit</u>
B. Lower Level:		
Up to 99 people	\$400.00	\$150.00
100 to 165 people	\$600.00	\$150.00
C. Shelter	\$250.00	\$125.00

1. Rental Period – The renter shall have use of the hall on \_\_\_\_\_ between the hours  
of \_\_\_\_\_ and \_\_\_\_\_. You may arrive one hour early to set up for your event.  
Any other time desired by the renter to prepare the hall for the function shall be arranged with the  
Recreation Commissioner at 513-661-2700 and additional fees will apply (\$100.00 per hour).

2. Shelters – Rental charge shall be \$\_\_\_\_\_. All shelter payments must be paid in full at  
least 30 days prior to event or reservation will be cancelled and put back on the availability list.

3. Rental Charge – Payment can be mailed to The City of Cheviot Recreation, 3814 Harrison Ave.,  
Cheviot, Ohio 45211 or made in person Monday through Friday 8 a.m.to 3:45 p.m. The rental  
charge shall be \$\_\_\_\_\_ for a five (5) hour period. Any additional time over five hours is  
\$100.00 per hour. Receipt of deposit guarantees the date and time of reservation. The remaining  
amount must be paid in full at least 30 days prior to event or reservation will be cancelled and put  
back on the availability list. This charge shall cover only the above premises rented, and the renter  
and the persons attending the function shall not be permitted to use any other part of the building.  
However, use of the parking lot to the rear of the building shall be included in the rental.

4. Security Deposit – The rental of any shelters at Cheviot Memorial Building is conditioned upon  
the payment of a security deposit of \$150.00 plus rental cost. The payment of the rent and the  
security deposit must be received before the use of the facility. The security deposit will be  
returned to the renter to the conclusion of the rental if the premises are left in a clean and damaged-  
free condition as determined by the Cheviot Safety-Service Director or his designee. Any cleaning  
costs or damage caused by the rental, which amount to more than the security deposit, shall, in  
addition to forfeiture of the deposit, be payable by the renter.

5. Presence of Renter – The individual who is listed as the “Individual Responsible” at the end of this contract must be present at the rented facility at the Cheviot Memorial Building at all times during the rental period. The absence of the named responsible individual shall cause the forfeiture of the security deposit, whether or not the premises are left clean and damage-free.
6. Glass Ball – A glass ball with flood lights is available for wedding receptions and dances on the upper level at a cost of \$25.00 per event and will be placed by city employees.
7. Police – In the event that the city or the renter should deem it necessary to have policemen at the function, it shall have the right to engage such police at the going rate of pay of the officer assigned. This is to be paid by the renter to the City of Cheviot.
8. Permits – The renter shall be responsible for obtaining liquor and other permits required or permitted by law in the event the renter is holding a money-making event. Liquor permits must be obtained and posted in a conspicuous place on the premises before service or consumption of any alcohol. For information about permits visit The Ohio Department of Commerce at [www.com.ohio.gov](http://www.com.ohio.gov).
9. Cancellation – If the renter cancels event for any reason the deposit will be returned only if the cancellation is made more than 30 days prior to the event. If it is less than 30 days prior to the event the deposit is forfeited to the City of Cheviot.
10. Clean up – The city shall perform normal cleaning of the premises after the function, and this service is included in the rental charge. However, if it is necessary to remove any special or unusual decorations put up by the renter, or if the facilities are left in an excessively dirty condition, there shall be an additional charge for cleaning in an amount to be determined by the Recreation Commissioner. Decorating with confetti or glitter is not permitted. No bounce houses allowed.
11. Equipment and Supplies – The use of the beer dispensing equipment is included in the rental, but it shall be used only by the bartender furnished by the city. Tables and chairs shall be furnished by the city and all other supplies shall be supplied by the renter. All candles should be in glass containers and open flames are not permitted.
12. Music/Wi-fi/ Air Conditioning – No loud or offensive music. Wi-fi is not available. The lower level of the Fieldhouse is air conditioned.
13. Validity of agreement – Any party signing this agreement for or on behalf of the renter warrants that he/she is authorized to act in such capacity. On behalf of the city, this agreement shall be signed by the Recreation Commissioner.
14. Damages – The renter, in consideration of the rental by the city, agrees to hold the city free and harmless of any claims or demands for damage to property or injury to persons arising out of, or connected with, the rental and use of the premises by the renter and all persons attending the function. \$1,000,000.00 bodily injury and \$500,000.00 property damage liability is a must. The renter agrees to provide such liability and property damage insurance for a money-making function as may be required by the city. A memorandum copy of such policy shall be sent to the city prior to the date of rental.

By: \_\_\_\_\_ Recreation Commissioner

Renter Information:

\_\_\_\_\_ Event

\_\_\_\_\_ Individual Responsible

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip

\_\_\_\_\_ Phone Number

\_\_\_\_\_ Email Address

\_\_\_\_\_ Signature

Please  
Complete