

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Estimated # of Guests: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time Requested: \_\_\_\_\_

**Payment Procedure:** Any booking requires the refundable security deposit to secure the date. Your deposit is NOT applied to the rental fees! The hourly/daily rental fees are due 30 days prior to the event date. If they are not paid by this time, you will lose your deposit and reservation. Any booking 30 days or less to the event date require both the rental fees and the security deposit to secure the date.

**Payments:** Payments may be made at the Parks & Recreation Dept., 35001 Schwartz Road with check or credit card (NO CASH). There will be a \$50 service charge for any check that is returned for insufficient funds.

**Cancellations:** Any cancellation less than 30 days prior to the event will forfeit the security deposit.

**Security:** For events requiring security, \$45/hour cash will be paid to the security officer at the event. Security will be set up by Parks & Rec. Dept.

<p><b>Pricing: Avon Residents</b></p> <p>\$150 – 2 hour minimum</p> <p>\$50 – each additional hour</p> <p>\$500 – All day rate (9am- Midnight)</p> <p>\$200 - Set up evening before all day rental (12pm –Midnight)</p> <p>\$200 - refundable security deposit</p>
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<p><b>Non-Residents &amp; Businesses</b></p> <p>\$200 - 2 hour minimum</p> <p>\$75 - each additional hour</p> <p>\$650 - All day rate (9am – Midnight)</p> <p>\$250 - Set up evening before all day rental (12pm – Midnight)</p> <p>\$250 - refundable security deposit</p>
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Be sure to take into consideration the time needed to set up and clean-up for the event! All rentals are tracked and those that go over their allotted time will be charged the appropriate hourly rate. This could result in forfeit of part, or all, of your security deposit!

Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_

Hourly Rental Fees: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Total Amount Due = \_\_\_\_\_

**Facility Rules:**

No smoking in the building or on the front porch.

No taping, nailing or adhering decorations to the walls in any way

Anyone defacing the building or stealing anything from the building will be barred from using the Avon Isle again and may face legal action from the City. The security deposit will be forfeited.

Basement access is strictly prohibited.

Tables and chairs must be cleaned and placed back in racks.

**Facility Rules (Continued):**

All trash must be removed and placed in dumpster outside of the building.

Refrigerators must be emptied.

Clean up any spills immediately. There are cleaning products available in the utility closet.

You must be out of the building by midnight.

When utilizing the Private Event Parking sign for the bridge: Be sure the sign, chain and both locks are returned to the building. If any of these items are missing, you will be held financially responsible for the replacement costs.

Return thermostats to 65 degrees in the winter and 75 degrees in the summer.

Alcohol may be consumed but may NOT be sold. No "cash bars" are permitted by law.

An off-duty officer will be required for any event serving alcohol. The Parks & Recreation Department will make arrangements for a local officer to work the event. Payment must be made in cash directly to the officer, in the amount of \$35 per hour, prior to the start of the event.

The renter and guests will abide by all codified ordinances of the City of Avon.

All parties will adhere to all current Ohio Fire Codes and NFPA (National Fire Protection Association) codes and guidelines that are applicable to the use group per the AHJ (Authority Having Jurisdiction) and agreed upon by the City of Avon Parks Department. If you have any concerns or questions on these guidelines please contact the Avon Fire Prevention Bureau.

**Keys to the Avon Isle MUST be picked up at the Avon Parks & Recreation Dept. (35001 Schwartz Rd) one day prior to your event date. This does not mean that you will have access to the building before your contracted date! Anyone found entering the building any time other than contracted will be charged the appropriate hourly rate.**

**Keys to the Avon Isle MUST be returned to the Avon Parks & Rec. Dept. after your event (drop slot in door).**

**INITIALS:**

**Alcohol WILL be served\*** \_\_\_\_\_ \*For events requiring security, \$45/hour cash will be paid to the security officer at the event.

**Alcohol will NOT be served** \_\_\_\_\_

I, \_\_\_\_\_ for value received as renter/user of the Avon Isle forever discharge the City of Avon, all its agents, representatives and employees thereof, from any and all actions, cause of actions, claims and demands for, upon or by reason of any damage, loss or injury, of whatsoever kind and nature, arising from, and by reason of any known and unknown, foreseen, bodily and personal property or any items in storage, and the consequences thereof by me and any successors and assigns of the same, resulting from the rental/use of, or any party thereof, located in the City of Avon.

I agree to abide by all facility rules and agree to pay all fees associated with the rental.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_ Date \_\_\_\_\_