



1630 East Southern Avenue, Bucyrus, OH 44820
419-563-2180, extension 148 Email: mdean@rniinc.com

Facility Rental Application/Agreement

Please complete the following information and return with a check or money order payable to RNI Inc for \$250 deposit to hold the date and be applied to the rental fee. This deposit is nonrefundable after 5 business days after receipt/confirmation email sent.

Please Print

Today's Date: _____

Name of Organization/Group: _____

Address: _____ City: _____ State: ____ Zip: _____

Contact Person: _____ Title: _____

Phone Number: _____ Email: _____

Type of rental

Name or type of event: _____

Anticipated number of attendees: _____

Timeline

Date of event: _____

Additional date/ time information:

Will you event require additional breakout rooms ___ Yes ___ No

If yes, how many additional breakout rooms _____

Catering

Do you plan to have food catered for your event: ___ Yes ___ No?

What type of meals will be served: ___ Breakfast ___ Lunch ___ Dinner ___ Other?

Name, phone number and date/time of arrival for all applicable:

Wedding Planner _____ Arrival: _____

Caterer _____ Arrival: _____

Bakery _____ Arrival: _____

Rental _____ Arrival: _____

Rental _____ Arrival: _____

DJ _____ Arrival: _____

Photographer _____ Arrival: _____

Smoking/Drug Free

Smoking or use of any tobacco product is not allowed inside the event center building or in any entrances, exits, or other areas immediately adjacent to the event center. A designated outside smoking area is located at the rear (north side) of the building. The use or possession of any illegal drugs or substances is strictly prohibited.

Facility Access

All decorations, equipment and other materials brought in for the event by the renter must be removed from the event space by the end of the event hours unless previous arrangements have been made with the event coordinator.

Alcoholic Beverages

The sale of alcoholic beverages is prohibited unless the Renter, the event caterer, or the event sponsor had obtained a liquor license from the Ohio Department of Commerce. When alcohol is involved, the renter shall comply with the liquor laws and regulations. See insurance requirement below.

Insurance

Unless waived in writing by the event coordinator, the renter must provide proof of \$1 million liability insurance coverage for scheduled events. All insurance shall be at the renter's expense. Trillium Event Center shall be included as a "named insured" on the renter's insurance policy. If alcohol will be sold or consumed the renter must provide a copy of a certificate of insurance that includes "Host Liquor Liability" (Liquor provided not sold) or "Liquor Liability" (Liquor sold on premises), with limits of at least \$1 million per occurrence.

Setting Up

The renter may be able to come and set up the day before upon talking to the event coordinator and agreeing on a time.

Time in/Time out

The renter and event planner will make an agreement on the time the renter will arrive on the date of the event. The renter must have music off /people start leaving one-hour prior to event end time. There are additional charges for events that exceed the agreed upon time frame.

Damaged Property

The renter will be responsible for the full cost of cleaning and/or repairing of any stains or damage, above and beyond normal wear and tear, of the event center property. This includes damage caused by the renter, renters' guest, renters service providers or any individual(s) connected to the renter's event. If such damage occurs, it will be assessed and repaired by a professional company and the renter will be billed for the repair costs.

Decorations

Candles may be used with prior approval of the event coordinator and must be the dripless type.

Prohibited items:

- Glitter, confetti, sand, or any substance that causes litter or debris inside or outside the building.
- Pins, tacks, nails, or any other puncturing devices are allowed.
- Tape or any adhesive of any kind.
- Animals, unless registered, support animals

Firearms and Weapons

Possession of any firearms, weapons, or ordinance is prohibited on the Trillium Event Center property.

Contact Person

The renter shall designate a person as the contact person who will have final say for decisions related to the renters use of the facility.

Removal for Unruly Behavior

Failure to comply with the security or management requests, excessive noise, foul language, violation of rules and regulations, or unruly behavior may result in the renter's removal from the premises and/or the contacting of law enforcement agencies.

Premises Use

Overnight camping on the property is prohibited. Including cars left in the parking lot.

Cancellation or Postponement

1. Cancellation by renter must be in writing and a cancellation fee equal to the amount of the renter deposit will apply.
2. If the renter and the event coordinator agree that the event must be postponed due to emergency, act of God, civil disturbance, or similar unforeseen circumstance, the event coordinator will reschedule the event on a space- available basis and the rental deposit will be transferred to the rescheduled booking. Trillium Event Center is not liable for any additional cost incurred by the renters because of the postponement.

Miscellaneous Information

Do you plan to have music/ entertainment? ____ Yes ____ No

If yes, what will it be? ____ Band ____ DJ ____ Other

Will you need a dance floor? ____ Yes ____ No

Will you need a stage? ____ Yes ____ No

Will you need a podium? ____ Yes ____ No

Will you need a wireless microphone? ____ Yes ____ No

Will you use our 4-wall mounted TV's? ____ Yes ____ No

Will you have a Photo Booth area set up ____ Yes ____ No

Will there be alcohol for your event? ____ Yes ____ No

- Certificate of insurance is required for all alcohol related events.
- If deemed necessary to have security personnel available for your event, all costs associated will be paid by the renter.

Will you need to set up for a wedding ceremony? ____ Yes ____ No

Are you interested in catering for the rehearsal dinner? ____ Yes ____ No

By signing below, I signify that I am authorized to execute this rental agreement and I have read and understand the terms above.

Signature of Contact Person authorized to rent the venue:

_____ Date: _____

Signature of Event Coordinator: _____ Date: _____

A conformation and receipt will be emailed to Contact Person upon receiving.

Additional Wedding Information

Name of Wedding: _____ / _____ Date of Wedding: _____

How many Bridesmaids: _____

How many Groomsmen: _____

Will you be doing a first look with your photographer: __Yes __No

Would you like to come back into the bridal suite to get announced for the reception __Yes __No

Will you be doing your ceremony here? __Yes __No

Will the ceremony be held outside on the patio? __Yes __No

Time Bridal Party will be arriving: _____

Ceremony Time: _____

Photography Time: _____

Reception Time: _____

Appetizer/Cocktails _____ Yes _____ No Time if applicable: _____

Mealtime: _____

Speeches/Toasting _____ Yes _____ No Time if applicable: _____

Cake cutting time: _____

By initialing below, I signify that I am authorized to execute this rental agreement and I have read and understand the terms above.

Initials of Contact Person authorized to rent the venue: _____ Date: _____

Initials of Event Coordinator: _____ Date: _____

A conformation and receipt will be emailed to Contact Person upon receiving.