

Trillium Event Center Facility Rental Application/Agreement

Please complete the following information and return with a check or money order payable to RNI Inc for \$250 to hold the date. This fee is nonrefundable and will be applied to the rental fee.

Submit completed form and deposit to:

Trillium Event Center

1630 East Southern Avenue, Bucyrus, OH 44820

Phone: 419-563-2180 Ext: 148

Email: aclow@rniinc.com

Please Print

Date: _____ Contact Person: _____

Phone Number: _____

Name of organization/Group: _____

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

Type of rental

Name or type of event: _____

Anticipated number of attendees: _____

Timeline

Date of event: _____

Additional date/ time information: _____

Will your 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 and phone number of caterers: _____

Cancellation Policy

Once an event has been booked and the date has been held for you then you will not receive your deposit of \$250 back. Also, if you cancel if you cancel two weeks or less from the event then you will not receive the money from our catering. This is due to the fact that the food will already be purchased/ ordered.

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.

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.

Firearms and Weapons

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

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 the date of the event. The renter must have music off /people start leaving at 11pm and the renter must be off the property at 12am. If the renter has an agreement with the event coordinator that they can exceed 12am additional charges will be made.

Damaged Property

The renter will be responsible for 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. A refundable damage/security deposit of \$250 is part of the rental fee. If such damage occurs, it will be assessed and deducted from the deposit. The renter will be billed for any additional amount that exceeds the deposit.

Decorations

Candles may be used with prior approval of the event coordinator and must be dripless type. Glitter, confetti, sand or any substance that causes litter or debris inside or outside the building is prohibited. Tape and adhesive must be approved by the event coordinator. No pins, tacks, nails or any other puncturing devices are allowed.

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.

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

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 as a result of the postponement.

Miscellaneous

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

If yes what will it be? ___ Band ___ DJ ___ Other

Will you need a stage? ___ Yes ___ No

Will you need a podium? ___ Yes ___ No

Will you use our TV's? ___ Yes ___ No

Will you need a wireless microphone? ___ Yes ___ No

Will you need a dance floor? ___ Yes ___ No

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

Will alcohol be on the premises for your event? ___ Yes ___ No

Are you interested in catering for the rehearsal dinner? ___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 cost associated will be paid by the renter.

Please fill out for weddings

How many are in the bridal party: _____

How many Bridesmaids: _____

How many Groomsman: _____

Will you be doing a first look with your photographer: ___Yes ___No

Would you like to come back into the bridal suit 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 you will be coming in that day: _____

Ceremony Time: _____

Reception Time: _____

Dinner Time: _____

Cake cutting time: _____

Any times that you would like me to stick to and help you do things for the wedding please bring them up to me.

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

Name of person renting the venue: _____

Date: _____

Signature of Event Coordinator: _____

Date: _____