



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

Facility Rental Agreement

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

Please Print

Today's Date: _____ Date of event: _____

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: _____

How did you hear about Trillium Event Center?

Timeline

Arrival/set up time day 1: _____ Departure day 1: _____

Arrival time day 2: _____ Departure day 2: _____

Total rental hours: _____

Event start time: _____ Event end time: _____

Meal time: _____

Clean up time: _____ Out the door time: _____

Will you event require additional breakout rooms? ___Yes ___No If yes, how many? _____

Catering

Name, phone number for all applicable:

Wedding Planner _____ Arrival: _____

Caterer _____ Arrival: _____

Bakery _____ 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 outside by the front door 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.

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, renter's 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 driplless type.

Prohibited Decorations:

- 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
- Use of prohibited decorations will be charged: damages plus fine up to the total rental fee.

Firearms and Weapons

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

Minors

All minor guests must be supervised at all times. No running, throwing or roughhousing is permitted.

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. Deposit is non-refundable after 5 business days.
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

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

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 backdrop for Wedding Party? ___ Yes ___ No

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

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

Security

If deemed necessary to have security personnel available for your event, all costs associated will be paid by the renter.

Photo Release

Do you allow Trillium Event Center to use photos of our event on social media? ___ Yes ___ No

Payment Options

Deposit is due at time of signing contract. Payments may be made at your convenience. Remaining balance is due one month before event.

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

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

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

Additional Wedding Only Information

Last Names of Couple: _____ / _____ Date of Wedding: _____

How many Bridesmaids: _____

How many Groomsmen: _____

Do you want a head table? ___ Yes ___ No If so, how many chairs? _____

Do you want a Sweetheart table? ___ Yes ___ No

Will you be doing your ceremony here? ___ Yes ___ No

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

Will the ceremony be held outside on the patio? ___ Yes ___ No (to be confirmed the night before wedding)

Will you host a rehearsal dinner or decorating the night before? ___ Yes ___ No

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

Time Bridal Party will be arriving: _____ & _____

Ceremony Time: _____

Photography Time: _____

Appetizer/Cocktails Time: _____

Reception Time: _____

Mealtime: _____

Speeches/Toasting Time: _____

Cake cutting time: _____

Dancing Start time: _____

Last Call time: _____

Other: _____

Other: _____