



1630 East Southern Avenue, Bucyrus, OH 44820
Maggie Dean, Event Coordinator 419-563-2180,
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Facility Rental Agreement

Please complete the following information and return with a deposit payable to RNI to hold the date. The deposit will be applied to the rental fee. This deposit is refundable for 5 business days after the date of receipt/confirmation of payment.

Please Print

Today's Date: _____ Date of event: _____

Name(s) : _____

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

Contact Person: _____ Title: _____

Phone Number: _____ Email: _____

Type of rental

Name or type of event: _____

Anticipated number of attendees: _____

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: _____

Clean up time: _____ Out the door time: _____

Will your event require additional breakout rooms? (2 available) ___Yes ___No

Mealtime (please include all meals): _____

Time in/Time out

The renter and event coordinator will set the time the renter will arrive and depart on the date of the event. The renter must have music off/people start leaving one-hour prior to the event end time. Additional rental hours may be purchased as needed (if available) and paid in advance.

Facility Access

All decorations, equipment, food 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 are made with the event coordinator.

Smoke/Vape/Drug Free Facility

Smoking, use of any tobacco product or vaping device is not allowed inside the event center building or in any entrances, exits, patio, pavilion or other areas immediately adjacent to the event center. A designated outside smoking area is located outside to the left of the front door. 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. A certified bartender is required for served beverages.

**See insurance requirement below.

Insurance

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 any type of 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 minimum limits of \$1 million per occurrence.

Decorations

Candles may be used with prior approval of the event coordinator and must be the dripless 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
- Pets and or animals
- Leaning anything against any wall, window, shade or light
- **Failure to comply with Prohibited Decorations will result in damages fine up to the total rental fee. Fine amount at the discretion of the Trillium Event Center and Richland Newhope Industries.**

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.

Security

All costs and arrangements will be handled as an outside vendor by the renter.

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 renters and/or guest(s) removal from the premises and the contacting of law enforcement agencies.

Premises Use

Overnight camping on the property is prohibited. Vacant cars left in the parking lot must be removed by 9 am the next morning.

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. Cancellations by enter made 6 months or less prior to the event will be charged full price of rental(s).
3. 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.
4. Postponement of the event over 6 months will require a second deposit to apply to total rental.

Photo Release

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

Catering

Name, phone number for all applicable. Must arrive and depart within your rental time.

Caterer _____ Contact: _____

Bakery _____ Contact: _____

DJ _____ Contact: _____

Photographer _____ Contact: _____

Other _____ Contact: _____

Miscellaneous Information

All final details including the number of attendees and all rentals are due with final payment one month prior to the event. Please plan your RSVPs accordingly.

Will you need our 4-wall mounted TV's? ___ Yes ___ No

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

Will you need a dance floor? ___ Yes ___ No Size _____ x _____

Will you need lit backdrop(s)? ___ Yes How many (4 available)? _____ ___ No

Will you have a Photo Booth area? ___ Yes ___ No

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

Will you need a podium and wireless microphone? ___ Yes ___ No

Will you need a stage (6 sections available)? _____ Yes _____ No

How did you hear about Trillium Event Center?

Payment Options

Deposit is due at the time of signing contract to hold date. The remaining balance is due one month prior to the event. Payment plans are acceptable and customizable.

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

Signature of Trillium Event Center Staff

Additional Wedding Information

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

Number of Bridesmaids: _____ Number of Groomsmen: _____

Do you want a head table? ___ Yes ___ No How many chairs? _____ Do you want

a Sweetheart table? ___ Yes ___ No Included in head table? _____ Yes _____ No Will you be

doing your wedding ceremony here? ___ Yes ___ No Will the ceremony be held outside on the

patio? ___ Yes (TBD the night before wedding) ___ No

Will you need a ceremony set up on patio? _____ Yes _____ No

Event Timeline

Wedding Party/Family arrival: _____

Remaining Wedding Party arrival: _____

Photography: First look _____ Wedding Party _____ Family & Groups _____

Ceremony: _____

Appetizer/Cocktails: _____

Reception: _____

Grand Entrance: _____

Meal Serving: _____

Speeches/Toasting: _____

Special Dances Time: _____

Special Activities: _____

Cake cutting: _____

Open Dancing: _____

Last Call: _____

Clean & removal: _____

Other: _____

Special Notes: _____