



EVENT ORDER

Miniature Show

City of Rocky River
 21012 Hilliard Blvd
 Rocky River, Ohio 44116
 MSawyer@rrcity.com
 P: (440) 895-2594

Primary Contact	Email Address	Telephone
Teresa Zweiner	tdminiatures@gmail.com	M: (314) 277-2601

Miniature Show				
Date	Event Name	Site	Time	#
Fri, 05/16/2025	Miniature Show	Don Umerley Civic Center	9:00am-8:00pm	30
Sat, 05/17/2025	Miniature Show	Don Umerley Civic Center	9:00am-3:00pm	30

Miniature Show				
Fri, 05/16/2025	Sale - 9:00am - Memorial Hall	Qty	Price	Total
	Memorial Hall			
Monday-Friday Day	Non-Resident Rates (8 hours)	1	\$50.00	\$400.00
Friday-Sunday, Holidays Night	Non-Resident Rates (3 hours)	1	\$90.00	\$270.00

Per Person Charges				
Table and Chair Seating	Non-Resident Rates	30	\$0.50	\$15.00

Miniature Show				
Sat, 05/17/2025	Sale - 9:00am - Memorial Hall	Qty	Price	Total
	Memorial Hall			
Saturday-Sunday, Holidays Day	Non-Resident Rates (7 hours)	1	\$80.00	\$560.00

Charges	\$1,245.00
Subtotal	\$1,245.00
Balance Due	\$1,245.00

If Building Supervisor/Security Officer presence is required please pay fee at the door

Charges	\$1,245.00
Subtotal	\$1,245.00
Balance Due	\$1,245.00

SIGNATURE ON RELEASE AND CONTRACT REQUIRED

To secure the rental, an original copy of this Contract shall be signed and returned immediately with payment for the amount of the deposit required, which is one-half (50%) of full rental charge. Cancellations made at least 7 calendar days prior to the rental date will receive a 75% refund of the rental fee. Yearly contracts rental contracts may be paid monthly, thirty (30) days in advance or quarterly. Renters with yearly contracts must make payment arrangements with the City's Event Coordinator at the beginning of the current contract year.

ALCOHOL WILL BE SERVED AT THIS EVENT _____ **ALCOHOL WILL NOT BE SERVED AT THIS EVENT** _____
INITIAL INITIAL

A security guard is required for those serving alcohol. This will be arranged for the renter in cooperation with the City of Rocky River Police Department. The fee for the security guard will be \$40/hour (4 hour minimum). Payment to be made directly to the security guard the day/evening of the event.

Please make checks payable to: *City of Rocky River*
Attn: Mary Sawyer - Invoice #
21012 Hilliard Blvd.
Rocky River, OH 44116

Signature of Chaperone/Host

Date

This Contract, the enclosed Release, and the Rental Facilities Rules and Guidelines must be signed by the individual who will act as the Chaperone or Host during the actual use of the premises leased, and who shall be responsible to the City of Rocky River for all incidents of damage occurring during the use of the premises.

RELEASE/ ACKNOWLEDGEMENT

KNOW ALL MEN BY THESE PRESENCE, that I, Zweiner, Teresa if renting on behalf of group or organization: as (title) of (organization) for value received as a renter and/or user of Rocky River Memorial Hall/Community/Club Room do hereby release, hold harmless and forever discharge the City of Rocky River, all its officials, employees and agents 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 of nature, arising from, and by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to any property, including, but not limited to, any equipment, personal property or any items in storage, and the consequences thereof, incurred by me, the above organization, its members, guests, invitees and assigns of same, resulting from the rental and/or use of Memorial Hall/Community Room/Club Room/Meeting Rooms , or any part thereof, located in the City of Rocky River.

I further agree to give a right of indemnification to the City of Rocky River for any such occurrences, injuries, losses or damages incurred during the period of use and occupancy of the premises by me or my organization.

I further recognize and acknowledge my responsibilities to secure the appropriate liquor permit from the Ohio Liquor control Board if alcohol is to be served/sold at my event. I further acknowledge that the City has recommended host liability insurance be secured for my event.

I further acknowledge receipt of a copy of the Rules and Regulations for use of the Rocky River Memorial Hall, Community Room and Club Rooms

Date

Memorial/Community/Club Room Renter

Don Umerley Civic Center Rental Facilities Rules and Guidelines

GENERAL RULES AND POLICIES

- You must be at least 21 years of age or have an adult sponsor in order to rent a meeting or event room.
- Any misrepresentation of the description of the nature, type or size of use to undertaken at the rental premises shall cause the Applicant's rental agreement to become null and void at the opinion of the City of Rocky River and may preclude any future rentals of City facilities.
- The City of Rocky River is not responsible for lost items.
- The use of coolers is prohibited.
- The renter is responsible for any damage incurred during the scheduled event and will be billed accordingly.

DEPOSIT/PAYMENTS/CANCELLATIONS

- In order to secure your event date, the original copy of the signed contract must be returned with a check in the amount of the deposit required, which is one-half (50%) of full rental charge.
- The remaining balance is due no later than one week prior to your event.
- Cancellations made at least 7 calendar days prior to the rental date will receive a 75% refund of the rental fee.

SUPERVISION

- At the City's discretion, an after-hours Building Supervisor may be needed based on the nature of the event and/or the number of people attending. If an after-hours Building Supervisor is needed, the contract will be assessed a flat rate of \$200.

SAFETY

- **Open Flames are PROHIBITED**; candles with globes **MUST** be approved by the Rocky River Fire Prevention Officer prior to your event. The use of battery operated candles is recommended and preferred.
- Please advise DJ or entertainment that smoke machines and pyrotechnics are prohibited.
- Tables are not permitted in the main hallway and fire exits may not be blocked.
- Young children must be supervised at all times.

ALCOHOL

- Renters who serve alcohol free of charge (Weddings, Holiday Parties, etc...) must obtain a Host Liquor Liability Insurance.
- If alcohol is being sold, or is in the cost of a cover charge or ticket, a temporary liquor permit must be obtained through the Ohio Department of Commerce, Division of Liquor Control. Visit their website at www.com.ohio.gov/liqr/ or call 614- 644-2360.
- Alcohol is not permitted outside of our building.

Don Umerley Civic Center Rental Facilities Rules and Guidelines

SET-UP/CLEAN-UP

- Groups may arrive one hour before the authorized rental time to set-up and may stay one hour passed the authorized rental time to clean-up.
- All events must end by 11:00pm so that groups have time to clean up and vacate the premises by midnight.
- The kitchen and the halls are to be left in the same condition that you received them.
- All garbage should be bagged and placed outside on the dock located off the kitchen at the end of the event.
- **Renters should refer to the Kitchen and Hall Clean-up Check-list posted above the sink in the kitchen area before vacating the premises.**

DECORATIONS

- Decorations are allowed, however, nails, tacks, tape, pins or other objects that may damage the walls are PROHIBITED.
- A tack strip is provided in Memorial Hall and in the Community Room and should be used to hang banners or other types of decorations.
- Use of glitter and/or confetti is prohibited.
- All decorations must be removed at the end of the event.

KITCHEN

- There is one (1) kitchen for both halls. Please cooperate with any other party sharing the kitchen.
- Please be advised and inform caterers that the kitchen is NOT a full service kitchen and should be used for warming purposes and simple prep work only.
- Kitchen includes use of ice machine, refrigerators, freezer, coffee percolators, microwaves, and warming ovens.
- No food is to be left in the refrigerator or on the premises.
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SIGNAGE

- Renters may have signs at both entrances to City Hall (Wagar Rd Hilliard Blvd) and outside the entrance to the hall.
- Signs may be posted ONLY on the day or days of the scheduled event.
- Signs must be of professional quality.
- Any additional signage (such as banners) requires prior approval of the Building Department no later than 75 days prior to the event.
- **NO OUTSIDE POLITICAL SIGNS ARE PERMITTED ON CITY PROPERTY**

Don Umerley Civic Center Rental Facilities Rules and Guidelines

By signing below, you acknowledge that you have read and you understand the Don Umerley Civic Center Rental Facilities Rules and Guidelines.

Signature

Date

