

Please sign and return with your DEPOSIT and PAYMENT IN FULL to confirm your reservation.

|                     |  |  |   |
|---------------------|--|--|---|
| <b>Renter Name:</b> |  | <b>Today's Date:</b>   |   |
| <b>Telephone:</b>   |  |  |   |
| <b>Email:</b>       |  | <b>Residency:</b>  | <input type="checkbox"/> Willoughby Hills Resident* |
| <b>Address:</b>     |  |  | <input type="checkbox"/> Non-Resident               |
|                     |  |  | *Valid ID required with Willoughby Hills address    |
|                     |  | Office Use: <input type="checkbox"/> ID <input type="checkbox"/> PAYMENT <input type="checkbox"/> INIT. POLICIES |   |

\*Please Note: Renter listed above **MUST** be present for the entirety of the event and is responsible for the pavilion.

| Date of Event | Start Time | End Time | Rental (9:00AM-Dusk)         |  | Total |
|---------------|------------|----------|------------------------------|--|-------|
|               |            |          | <b>Mon-Sun</b>               | Willoughby Hills Resident: \$75<br>Non-Resident: \$175 |       |
|               |            |          | <b>Total Due at Signing:</b> |  |       |

**Campbell Park Pavilion Hours**

Monday through Sunday: 9:00AM – Dusk

**Behind Willoughby Hills City Hall**

35400 Chardon Road (parking lot off of Eddy Road)  
Willoughby Hills, OH 44094

Email: [recreation@willoughbyhills-oh.gov](mailto:recreation@willoughbyhills-oh.gov)

Phone: (440) 975-3540

- Electricity available in both pavilions;
- Agreement gives exclusive rights to the above referenced pavilion only
- Softball field is reserved for League play only
- By order of Fire & Police, vehicles are not permitted in Campbell Park other than for unloading/loading
- Event is rain or shine; no refunds due to weather
- Recreation office is not open on weekends. If an emergency occurs, please contact the Police Department for assistance.

- Cash  Check  Money Order  Credit Card

Make Check or Money Order payable to: **City of Willoughby Hills**

1. Contract holder must be present during the entirety of event.
2. No alcohol permitted.
3. All dogs must be leashed; Please pick up after your pet.
4. No set ups of inflatables, tents or temporary shelters.
5. No motorized vehicles.
6. No profane language, loud music or boisterous behavior.
7. No willful destruction of property; Damage may result in additional fees.
8. Renter must wipe down surfaces, clean up, and secure all trash before departure.
9. Failure to comply with the above rules will result in forfeiture of future facility use.
10. No refunds will be given for cancellations within 30 days of event

By signing this agreement, the contract holder assumes full liability and shall forever hold harmless the City of Willoughby Hills, all of its employees, agents, representatives for any injury, illness or death to any person or persons associated with use of this facility. By signing this agreement, the contract holder assumes full liability for damages to persons or property either private or public.

**I have read and agree to all of the above, and to the terms of the attached Willoughby Hills Community Center Rental Rates and Policies.**

|                            |  |              |  |
|----------------------------|--|--------------|--|
| <b>Signature of renter</b> |  | <b>Date:</b> |  |
|----------------------------|--|--------------|--|

For photos of the pavilions and more information, visit our website: [www.whcommunitycenter.com](http://www.whcommunitycenter.com)