

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

Renter Name:		Today's Date:	
Telephone:			
Email:		Residency:	<input type="checkbox"/> Willoughby Hills Resident*
Address:			<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 <input type="checkbox"/> LAYOUT	

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

Date of Event	Start Time	End Time	Number of Guests (Max. 160)	Room Rate (6 hours)		Total
				Mon-Thurs	Willoughby Hills Resident: \$400 Non-Resident: \$600	
				Fri-Sun	Willoughby Hills Resident: \$600 Non-Resident: \$800	
				Additional hours:		X \$55
				Security Deposit (no alcohol)		
				Willoughby Hills Resident: \$400 Non-Resident: \$400		
				Security Deposit (with alcohol)		
				Willoughby Hills Resident: \$700 Non-Resident: \$700		
				Security Guard required with alcohol		
				4 hour minimum (\$200) (MUST be present while alcohol is served)		
				4 hours requested:	Start Time	End Time
				Additional hours:		X \$45
				Total Due to Xcalibre Protective Services:		
				Total Due:		

Community Center Rental Hours
 Monday through Thursday: 9:00AM – 9:00PM
 Friday & Saturday: 9:00AM – 11:00PM
 Sunday: 9:00AM – 6:00PM

Willoughby Hills Community Center
 35400 Chardon Road | Willoughby Hills, OH 44094
 Email: communitycenter@willoughbyhills-oh.gov
 Phone: (440) 975-3540

Website: www.whcommunitycenter.com

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

Cash Check Money Order Credit Card

The six (6) hour rental rate **includes set up and clean up**. You must be prepared to vacate the premises at end time stated above, failure to do so will result in forfeiture of your security deposit. Additional hours may be purchased prior to event if necessary (see above).

Event Type (i.e. birthday, graduation, etc.)	
Welcome/Directional sign for guests:	

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.

Signature of renter		Date:	
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For more information, visit our website: www.whcommunitycenter.com Resident Only Repass \$75.00