

MIDDLEBURG HEIGHTS FACILITY RENTAL INFORMATION SHEET

Facility Information

- ❖ We have 4 rooms available to rent (A, B, C and the Classroom)
- ❖ Seating capacity
 - Rooms A/B/C - 300 theater style, 250 banquet style (with a dance floor), 200 classroom style
 - Rooms A/B or B/C - 200 theater style, 96 banquet style (with a small dance floor), 150 classroom style
 - Room A or B or C - 100 theater style, 88 banquet style, 70 classroom style
 - Classroom - 50 theater style, 30 classroom style
- ❖ Set up diagrams are available upon request
- ❖ Round tables are 60" and seat 8 people comfortably
- ❖ Rectangle tables are 6' (72" x 36")
- ❖ All rentals must be for at least a two-hour minimum

Alcohol

- ❖ Alcohol is permitted ONLY if the guidelines below are followed:
 - A police officer must be present during the function. Guests arriving early cannot be served until the police officer arrives (there is a three-hour minimum).
 - The fee for a police officer is \$35 per hour, cash only, to be dropped off to the Community Center by the Thursday before event in an envelope marked with your name, date of your event and the amount. Police officer will be paid the evening of your event.
 - The police officer is required to arrive one-half hour before and stay one-half hour beyond the end of the function.
- ❖ Proof of special event insurance is required 30 days prior to your event:
 - Insurance is to be obtained through the renter's homeowner's policy and proof provided 30 days prior to the event.
 - The City of Middleburg Heights is to be named as an additional insured for \$1 million and include host liquor liability.
- ❖ The renter is to ensure that minors are not served.
- ❖ All alcoholic beverages must be kept inside Community Rooms during the function.

Catering Info

- ❖ Renter may choose their own caterer. The MHCC can provide recommendations.
- ❖ Renter is to provide catering information as part of their contract.
- ❖ Caterers are required to sign a contract, provide proof of insurance & a valid credit card (MC/Visa/Discover/AmEx) in case of any damages.
- ❖ The on-site catering fee is \$80.
- ❖ If above criteria is not met by caterer, the kitchen will be locked on day of event.
- ❖ Caterer responsible to leave kitchen as found. If not, there is a \$100 fee charged to the renter.

Cleaning

- ❖ The Renter is responsible for the following:
 - Vacuum the room and wipe down tables (if necessary).
 - Kitchen and room(s) must be left in the condition in which they were found.
 - Nothing can be left on tables, counters, or in the refrigerator(s) or freezer(s). Anything left behind will be disposed of by the MHCC staff.
 - It is mandatory to check out with a Building Supervisor before exiting the facility. Once you have finished cleaning and are ready to leave, please proceed to the front desk and request a building supervisor to do a room inspection. You will be required to sign the inspection sheet.

Damages

- ❖ Failure to remove all personal belongings or any damages that are incurred during your event will result in additional charges as deemed necessary by MHCC.

Decorations

- ❖ Must be approved by the MHCC.
- ❖ Candles are permitted.
- ❖ No taping, tacking or hanging of anything is permitted.

Payment

- ❖ One-half of room rental fee is required at contract signing.
- ❖ Balance is due 30 days prior to event.
- ❖ If payment is not received 30 days prior to event, your credit card will be charged.

Refund

- ❖ Cancellations within 60 days of the date of your event will be refunded in full.

Proof of Residency

- ❖ Is required for all rentals (utility bill, credit card statement, driver's license only if renewed in current year).

Renter

- ❖ When a resident or member signs a contract for another guest, they are responsible to be present from the ENTIRE EVENT, the one hour before, during the function and the one hour after. You will be required to provide your driver's license and sign a form when you arrive and also sign the inspection sheet when you leave. Failure to be present during the entire event will result in your credit card being charged the non-resident hourly rate.

Rental Hours

- ❖ All rentals must end by 7 pm on Sunday, by 8:30 pm Monday thru Thursday and may be extended until midnight on Friday & Saturday.
- ❖ We allow one hour before and one hour after your event at no cost for setup and removal of your belongings. Additional set up time is available at the regular hourly rate. Weddings are an exception; access to the facility begins at 8:30 am on the day of your wedding.

Security Deposit

- ❖ A valid credit card (MC/Visa/Discover/AmEx) will be copied & held until completion of event
- ❖ If a credit card is not available, a \$100 cash deposit is required per room and will be refunded 2-4 weeks after the event by the City of MH Finance Dept provided there are no damages. Should there be damages, you will be notified and your credit card will be charged accordingly or cash will be kept.
- ❖ If the room is left in pre-rented condition, your credit card information will be destroyed or cash will be returned.

FOR ADDITIONAL INFORMATION REGARDING RENTAL RATES, AVAILABLE EQUIPMENT AND SERVICES AND PHOTOS, GO TO WWW.MIDDLEBURGHEIGHTS.COM

*TO RESERVE OUR ROOMS,
PLEASE CONTACT PAM UNGER OR LORETTA KRUMHEUER
AT
440-234-2255*

or at punger@middleburgheights.com or lkrumheuer@middleburgheights.com