



C.I. Beaver Hall
3696 Highmont St
Beavercreek, OH 45432

PARKS, RECREATION & CULTURE DEPARTMENT

****Please print legibly when filling out the form****

Name: _____

Address: _____

City, State, Zip: _____

Contact Information: phone: _____ phone: _____
Home Cell

Email: _____

Purpose of rental: _____
(reception, party, meeting, etc)

Number of guests in attendance: _____ Date: _____

Beginning Time: _____ Ending Time: _____

Rental Fees - Resident: Total hours needed: _____ x \$50 (1st 4 hours) = \$ _____

_____ x \$40 (each add'l hr) = \$ _____

Non -Resident: Total hours needed: _____ x \$60 (1st 4 hours) = \$ _____

_____ x \$50 (each add'l hr) = \$ _____

Total Amount Due = \$ _____

Non-Refundable deposit - 50% of rental amount = \$ _____

****Balance due 30 days prior to rental date****

Please note - You will be held responsible for any damages that may occur during the course of your event. Please make sure the facility is cleaned up: tables wiped down and stacked, along with the chairs; trash needs to be placed in the dumpster outside; make sure all lights are off and the building is locked when you leave. You will be billed for any additional cleaning or services the City may have to provide.

937-427-5514
www.ci.beavercreek.oh.us