



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

**\*\*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 = \$ \_\_\_\_\_  
(Minimum 4 hours)

Non -Resident: Total hours needed: \_\_\_\_\_ x \$60 = \$ \_\_\_\_\_  
(Minimum 4 hours)

**Total Amount Due** = \$ \_\_\_\_\_

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

**\*\*Balance due 60 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