

City of Richmond Heights

Kiwanis Lodge Application

27285 Highland Road, Richmond Heights, Ohio 44143

Date of Event: _____ Type of Event _____ Organization _____

Applicant _____ Home Phone _____
Must be 21 years of age or older

Address _____ Work Phone _____

Other Phone _____

Facility: Senior Hall (capacity 164) _____ Kiwanis Hall (capacity 100) _____ Kitchen _____

LODGE FEES: A security deposit must be paid with application. If event is canceled, notice must be given in writing to the Recreation office one month prior to the date for which the permit is issued. If such advance notice is not given, the organization or individual to whom the permit is issued shall forfeit the deposit. Rental fees must be paid one month prior to the event. If event is scheduled within the month of the event, the deposit, fee and applicable auxiliary guard fees will be required with the application (cash or money order only). Checks should be made payable to: The City of Richmond Heights.

The applicant accepts responsibility for general clean-up of premises and proper disposal of waste materials. Any right or privilege granted to any person or organization to use the Kiwanis Lodge or any part thereof is personal and exclusive and shall not be transferred to any other person or organization.

SECURITY GUARDS: \$20/hour per guard to be paid at the Recreation Department with the rental fee. One to four guards may be required. Bar is to be closed 1/2 hour before event ends, and band is to stop playing 15 minutes before event ends. If number of persons is understated, an additional officer will be called and compensated at the rate stated for the entire hours of the event. All guards are to be paid for a minimum of 3 hours.

In accepting this permit, I have read all of the above and agree to comply with it. I will also assume full liability for any damage to persons or property either public or private, resulting through its issuance. Failure to abide by the rules and regulations of this facility will result in the revocation of all further privileges.

SIGNATURE _____ DATE _____

Lodge to be OPENED at: _____ CLOSED: _____ Hours of event: From _____ To _____

Estimated attendance _____ Liquor served? Yes No # Guards needed _____ Time in _____ out _____

Total guard hours _____ X \$20 = \$ _____ Due date for final hall fee and guard fees: _____

Office use only:

Driver's License # _____

PAYMENTS: Balance Due \$ _____

DEPOSIT \$ _____ Rcpt # _____ \$ _____

FEE FOR USE OF ROOM \$ _____ Rcpt # _____ \$ _____

FEE FOR USE OF KITCHEN \$ _____ Rcpt # _____ \$ _____

GUARD(S) FEE: \$ _____ Rcpt # _____ \$ _____

TOTAL FEE: \$ _____ Rcpt # _____ \$ _____

REFUND: \$ _____ P.O.# _____ \$ _____

Time of extra opening/closing: IN: _____ OUT: _____ \$ _____ Rcpt # _____

_____ Approved _____ Disapproved _____ Date _____

Signature Approved by: _____