



Village of Richfield Hall(s) Rental Form

TWO RENTAL OPTIONS: DAILY & HOURLY RATES

Please CHECK the location / rate that applies for your event

Masonic Hall:

Located at: 4586
Streetsboro Road,
Richfield, OH 44286

Capacity (100-125)

**Minimum 2-hour rental*



Option one: daily rate (6+ hours)

Village Resident AND
Non-Resident = \$150 +
\$100 security deposit

Catering kitchen = \$50

Additional hours for
the original 6 = \$25 /
hour. If adding
additional hours please
fill in how many _____

Option two: Hourly rate

**Includes 1 hr. setup
& 1 hr. cleanup**

Village Resident = \$20
/ hr. rental fee + \$20
security deposit

Non-resident = \$25 /
hr. rental fee + \$25
security deposit

Village Employee =
\$24 / hr. rental fee + \$0
security deposit

Catering kitchen = \$50

Fellowship Hall:

Located at: 3909
Broadview Road,
Richfield, OH 44286

Capacity (65)

**Minimum 1-hour rental*



Village Resident = \$45
rental fee + \$100
security deposit

Non-resident = \$100
rental fee + \$100
security deposit

Village Resident = \$20
/ hr. rental fee + \$20
security deposit

Non-resident = \$25 /
hr. rental fee + \$25
security deposit

Village Employee =
\$20 / hr. rental fee + \$0
security deposit

-For office use ONLY-

Key pick-up: _____ am. / pm.

Key drop-off: _____ am. / pm.

Please complete the following depending on the option chosen:

Daily rate ONLY: Start time: _____ End time: _____ Rental total = \$ _____ + Security deposit =
\$ _____ total

Hourly Rate ONLY: Total # of hours: _____ * rate _____ /hr. = \$ _____ total + security deposit =
\$ _____ total



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PLEASE NOTE: IN ORDER FOR US TO COMPLETE YOUR REGISTRATION PLEASE FILL OUT THE INFORMATION BELOW

Name of person / group booking event: _____ Phone #: _____

Name of contact person (if different from above) _____ Phone #: _____

Street address: _____

City: _____ State: _____ Zip: _____ Are you a Village resident? Yes No

Date of event: _____
Month Date Year S M T W TH F S

PAYMENT INFORMATION (We cannot complete your reservation if we do not have this filled out):

1. Form of payment (please circle): cash check credit online payment

a. If paid with a check please write the check number here _____

2. Would you like a copy of your invoice emailed to you? Yes or No

a. If marked yes, what email would you like it sent to? _____

3. Your birthday (including year): _____

I have completed the form in its entirety and have read and understood the rules that were sent out to me

Signature of renter: _____ Date: _____

Approval of recreation staff (this will be signed by us once it is received)

Signature: _____ Date: _____