

Gathering Grove Recreation Center (GGRC)

17 Park Drive, Greenwich, Ohio 44837

gatheringgrovereccenter@gmail.com

GGRC RENTAL FORM: **WHOLE BUILDING**

RENTER INFORMATION (Must be at least 21 years of age)

Name:	Organization:	
Address:		
City:	State:	Zip Code:
Phone:	Email:	

RENTAL INFORMATION

Date of Event:	Estimated Attendance:
Day of the Week: ☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat	
Friday - Sunday Fee Structure: ☐ \$1500 All Day Event Rental (6 am - 2 am) ☐ \$1000 All Day Non-Profit Rental (6 am - 2 am) ☐ \$250 Alcohol Use Fee ☐ \$100 per hour Additional Set-Up Hours the Evening Prior. Number of Hours _____ (max 4 hr) ☐ \$100 per hour Additional Clean-Up Hours the Morning After. Number of Hours _____ (max 4 hr) Total Rental Fee: _____ Deposit Due at Booking: <u>\$450</u> Date Paid: _____ Balance: _____ Date Due: _____ Signature of Applicant: _____	
Monday - Thursday Fee Structure ☐ \$100 per hour for rentals up to 4 hours. Number of Hours _____ Total Rental Fee: _____ Date Paid: _____ Signature of Applicant: _____	

Make Checks Payable To:

Village of Greenwich

Attn: GGRC Rental

45 Main Street, Greenwich, Ohio 44837

To complete the application, please review and sign the GGRC User Agreement.

OFFICE USE ONLY

- ☐ Deposit Paid () Check # _____ () Cash () Money Order # _____
☐ User Agreement Signed
☐ Notes:

Village Clerk: _____ Date: _____

- ☐ Balance Paid () Check # _____ () Cash () Money Order # _____
☐ Proof of Event Insurance & Host Liquor Liability
☐ Proof of 501c3 Status
☐ Notes:

Village Clerk: _____ Date: _____

- ☐ Post-Event Inspection Checklist Completed
Cleaning Issues/ Damages:

- ☐ Security Deposit Returned Check # _____ Amount: _____

Village Clerk: _____ Date: _____

Gathering Grove Recreation Center (GGRC)

17 Park Drive, Greenwich, Ohio 44837

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GGRC RENTAL FORM: GYM

RENTER INFORMATION (Must be at least 21 years of age)

Name:	Organization:	
Address:		
City:	State:	Zip Code:
Phone:	Email:	

RENTAL INFORMATION

Date of Event:	Estimated Attendance:
Day of the Week: ☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat	
Friday - Sunday Fee Structure: ☐ \$1150 All Day Event Rental (6 am - 2 am) ☐ \$250 Alcohol Use Fee ☐ \$100 per hour Additional Set-Up Hours the Evening Prior. Number of Hours _____ (max 4 hr) ☐ \$100 per hour Additional Clean-Up Hours the Morning After. Number of Hours _____ (max 4 hr) Total Rental Fee: _____ Deposit Due at Booking: <u>\$345</u> Date Paid: _____ Balance: _____ Date Due: _____ Signature of Applicant: _____	
Monday - Thursday Fee Structure ☐ \$100 per hour for rentals up to 4 hours. Number of Hours _____ Total Rental Fee: _____ Date Paid: _____ Signature of Applicant: _____	

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- ☐ Deposit Paid () Check # _____ () Cash () Money Order # _____
☐ User Agreement Signed
☐ Notes:

Village Clerk: _____ Date: _____

- ☐ Balance Paid () Check # _____ () Cash () Money Order # _____
☐ Proof of Event Insurance & Host Liquor Liability
☐ Notes:

Village Clerk: _____ Date: _____

- ☐ Post-Event Inspection Checklist Completed
Cleaning Issues/ Damages:

- ☐ Security Deposit Returned Check # _____ Amount: _____

Village Clerk: _____ Date: _____

Gathering Grove Recreation Center (GGRC)

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GGRC RENTAL FORM: HALL

RENTER INFORMATION (Must be at least 21 years of age)

Name:	Organization:	
Address:		
City:	State:	Zip Code:
Phone:	Email:	

RENTAL INFORMATION

Date of Event:	Estimated Attendance:
Day of the Week: ☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat	
Friday - Sunday Fee Structure: ☐ \$550 All Day Event Rental (6 am - 2 am) ☐ \$385 All Day SC Grad Party Rental (6 am - 2 am) ☐ \$250 Alcohol Use Fee ☐ \$100 per hour Additional Set-Up Hours the Evening Prior. Number of Hours _____ (max 4 hr) ☐ \$100 per hour Additional Clean-Up Hours the Morning After. Number of Hours _____ (max 4 hr) Total Rental Fee: _____ Deposit Due at Booking: \$165 Date Paid: _____ Balance: _____ Date Due: _____ Signature of Applicant: _____	
Monday - Thursday Fee Structure ☐ \$100 per hour for rentals up to 4 hours. Number of Hours _____ Total Rental Fee: _____ Date Paid: _____ Signature of Applicant: _____	

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- ☐ Deposit Paid () Check # _____ () Cash () Money Order # _____
☐ User Agreement Signed
☐ Notes:

Village Clerk: _____ Date: _____

- ☐ Balance Paid () Check # _____ () Cash () Money Order # _____
☐ Proof of Event Insurance & Host Liquor Liability
☐ Proof of SC Graduation
☐ Notes:

Village Clerk: _____ Date: _____

- ☐ Post-Event Inspection Checklist Completed
Cleaning Issues/ Damages:

- ☐ Security Deposit Returned Check # _____ Amount: _____

Village Clerk: _____ Date: _____