

# Village of Middlefield Pavilion Rental Application

Village of Middlefield  
14860 North State Ave.  
Middlefield, Ohio 44062  
(440) 632-5248 Office  
(440) 632-0591 Fax

Any person or organization desiring to reserve a pavilion at Mineral Lake Park or Eagle Park shall obtain a permit from the Village offices; ***proof of residency is required.***

- **Reservations are not accepted over the phone** and without a completed form and payment.
- **Cancellation by the Village**~~ Middlefield Recreation reserves the right to cancel any scheduled rentals for any reason. In the event of such cancellation, a mutually satisfactory time and date will be substituted for the canceled time if possible and/or refund will be issued.
- **Cancellation by the user**~~ User must give the Middlefield Recreation Department 48-hour notice in order to cancel a reservation; \$10 processing fee will be applied to all refunds. All cancellations will be communicated to the Recreation Department during regular office hours (M-F, 8am-5pm). Failure to cancel will result in loss of refund. **Cancellations will not be considered for inclement weather on the day of rental.**
- The park may be used from dawn to dusk.
- Guests are asked to comply with all parking regulations and instructions.
- Proper attire must be worn at all times.
- **Alcoholic beverages are not permitted at the park.**
- The Village is not responsible for lost, stolen, or left articles. It is strongly recommended that you do not bring valuables into the park.

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## PLEASE PRINT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

**Date Request:** \_\_\_\_\_ **Arrival Time:** \_\_\_\_\_ a.m./p.m. **Depart** \_\_\_\_\_ a.m./p.m. (Include set up and clean up)

**Purpose of Request:** \_\_\_\_\_ **Number of people expected:** \_\_\_\_\_

### Pavilion Requested:

**Sperry Lane** \_\_\_\_\_ **Grove Street** \_\_\_\_\_ **Eagle Park** \_\_\_\_\_ (Open Memorial Day Weekend to Labor day weekend)

**This Pavilion is reserved for:** (This is how the posted sign will read, ex. Adam's Birthday, Justin's Graduation party)

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The Village of Middlefield reserves the right to waive the rental fee if deemed appropriate. The Village of Middlefield reserves the right to assess any additional fee(s) if the pavilion is damaged due to intentional or malicious neglect. The Village of Middlefield also reserves the right to cancel, deny, or revoke any future permits for any of its facilities if deemed appropriate.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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### FOR STAFF USE ONLY:

Applicant is a: ☐ Village Resident/Works in Village: \$25 ☐ Non-Village Resident: \$75for Sperry/Grove \$100 Eagle Park

Resident Verification: ☐ Driver's License ☐ Water/Utility Bill ☐ Pay Stub

Total Rental Amount: \$ \_\_\_\_\_

Method of Payment: ☐ Cash ☐ Credit Card ☐ Check

Staff Processing Reservation: \_\_\_\_\_ Date: \_\_\_\_\_