



Mark A. Cegelka
Office of Mayor

Village of Glenwillow

29555 Pettibone Road Glenwillow, Ohio 44139-5348
440.232.8788 fax: 440.735.9298
www.glenwillow-oh.gov

Dear Glenwillow Resident:

Thank you for your rental request for The Village of Glenwillow Pavilion. The Pavilion is located within the Donald N. Payne Recreation Center and **can accommodate up to 50 people**. If more than 50 are in attendance, the function will be shut down. The Pavilion Rental offers the following amenities; Six Picnic Tables in the Pavilion, Two Picnic Tables outside the Pavilion, Three Charcoal Grills, Electricity, Drinking Water, Bathrooms, Playground Equipment and Parking Spaces. Please take the time to read and fill out the attached application.

There is no rental fee for use of the pavilion by a Village resident or business located within the Village. The fee for use of the pavilion by a non-resident is \$200.00 for the first 3 hours or \$300.00 for 4 or more hours. The fee, if applicable, and a refundable deposit of \$100.00, shall be payable at the time of application. Please note that if this application, accompanied by your rental fee and deposit, is not returned within a week, your reservation will be cancelled. The Village of Glenwillow accepts Cash or Check. Return the application with payment to the Village of Glenwillow, 29555 Pettibone Road, Glenwillow, Ohio 44139.

Village residents, businesses and organizations shall be given priority in the scheduling and use of the pavilion. The Recreation Department shall have the power to make inquiry to insure that there is a bona fide uses for the pavilion by Village residents, businesses or organizations who or which are the applicants for the pavilion.

Cancellations require 48 hours notice for a full refund. Any cancellation thereafter will be 50% of the fee. A service charge will be assessed on all refunds. Also any damage or clean-up to the Pavilion area will be deducted from the \$100.00 deposit.

The pavilion must be restored to its original condition after your event has been held. You are responsible for clean up. Damage to the facility will not be tolerated and **alcoholic beverages are strictly prohibited within the Village Park**, violators will be cited. Bathrooms must be left clean and all trash placed in Village receptacles. The Village reserves the right to assess an additional fee if the pavilion is damaged due to intentional neglect. No Parking on Grass. Parking is limited to parking lot only.

If you have any questions, please call the Village of Glenwillow at 440-232-8788.

Honoring the Past - Welcoming the Future





7360 AUSTIN POWDER DIVE

DATE OF APPLICATION:

DATE OF THE EVENT: _____

TIME OF THE EVENT: _____

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

CELL NUMBER: _____ 2ND _____

TYPE OF FUNCTION: _____

NUMBER OF GUESTS: _____

RENTAL FEE: _____

DEPOSIT: _____

**DAMAGE OR CLEAN-UP TO THE PAVILION OR PAVILION AREA WILL BE DEDUCTED FROM THE DEPOSIT.
PARKING IS LIMITED TO PARKING LOT ONLY. NO PARKING ON GRASS OR IN THE STREET.**

AMOUNT PAID: _____

DATE PAID: _____

CASH: _____

CHECK: _____

RECEIVED BY: _____