



Colerain

Township

COMMUNITY CENTER



Hall

Rentals

*Call 513.385.7503 for an appointment  
tmolter@colerain.org*

4300 SPRINGDALE ROAD COLERAIN TOWNSHIP, OH 45251

Colerain Township  
COMMUNITY CENTER

*Welcome to the Colerain Township Community Center!*

*We appreciate your interest in our halls for your upcoming event. Choose one of our halls for*

- *Proms and Dances*
- *Showers*
- *Birthdays*
- *Family Reunions*
- *Anniversaries*
- *Weddings*
- *Church Programs*
- *Fundraisers*
- *Sports Banquets*
- *Concerts*
- *Auctions*
- *Business Meetings, Classes and Seminars*

*Located in Colerain Township, the Community Center is the perfect setting for your event.*

*The Center is owned and operated by Colerain Township and is conveniently located Northwest of downtown Cincinnati, with easy access to I-275 and Ronald Regan Cross County Highway.*

*Within this brochure, you will find everything you need to begin your planning process.*

*We encourage you to contact us with any questions or to set up an appointment to view our facility.*

*We look forward to making your event everything you want it to be! Call us today!*

## RENTAL FEES

### **Event Hall A**

*\$1,300 Rental rate for Colerain Township Residents Friday, Saturday or Sunday.*

*\$1,500 Rental rate for non-residents Friday, Saturday or Sunday*

*Package includes:*

*4 Hour Event*

*2 hours TBD (day of for decorating)*

*Seating for up to 278*

*Additional rental hours are available at \$150 per hour*

*\$100/hour Rental rate Monday through Thursday 8 am-9 pm*

### **Event Hall B**

*\$500 Rental rate Friday, Saturday or Sunday*

*Package includes:*

*4 Hour Event*

*2 hours TBD (day of for decorating)*

*Seating for up to 120 guests Banquet tables only*

*Additional rental hours are available at \$100 per hour*

*\$50/hour Rental rate Monday through Thursday 3:30-9:00 pm Banquet tables only*

# RENTAL POLICIES

## *Reserving the Date*

*All reservations will be made with Tawanna Molter. Rental and other fees may be paid in cash, check or credit card (Visa or MasterCard w/3% fee). A 50% deposit is required at the time the facility is booked and the rental contract is signed. For reservations less than 30 days prior to the event, the entire rental fee is due at the time of reservation. Clients will be required to provide a photo ID (valid driver's license or state ID card) at the time of the rental signing. Colerain Township requires a valid credit card number to be used as a security deposit against damages or overtime charges. If additional charges are required, the total amount will be subject to a 3% processing fee. Colerain Township reserves the right to rent both Hall A and Hall B at the same time.*

## *Payment Schedule*

*The balance of the rental fee is due no later than 30 days prior to the event. If the client has not paid the rental fee 30 days prior to the event, a 10% late fee on the remaining balance will apply. Colerain Township may consider the event cancelled if the full payment is not received within ten days prior to the event and will keep all deposits and fees paid.*

## *Cancellation*

*Clients requesting to cancel a booked event may request Colerain Township to place their reserved date up for re-rental. Colerain Township will refund all rental payments received, less a \$50 processing fee, if the date is re-rented. The client will be responsible for the full payment if the date cannot be re-rented. Payment of Any additional fees will also be forfeited for any rental canceled less than 30 days prior to the event date.*

## *Catered Events*

*Clients renting agree that hosts/guests/caterer who prepare and serve the food will follow the guidelines set by the Hamilton County Board of Health.*

## *Set Up*

*A final guest count is due no later than 10 business days prior to the event for furniture placement.*

## *Smoking*

*In compliance with State Law, smoking is not permitted anywhere in the Community Center or near entrance doors.*

# RENTAL POLICIES

## *Beverages*

*Liquids containing red dye are strictly prohibited.*

*All alcohol shall be transported, served and consumed in accordance with federal, state and local regulations, and:*

- Must be served by person(s) 21 years of age or over.*
- May only be consumed by those 21 years of age or over.*
- Open containers may not be taken outside of the Community Center.*
- If alcohol is being sold an alcohol permit is required.*
- Intoxicated persons may not be served alcohol.*

## *Decorations*

*All decorations must be freestanding. No tape, tacks, nails, staples or other adhesive or fastening device may be used on walls, doors, windows, ceiling or furniture. No ground of hanging signage is permitted. Open flames are not permitted. Candles may be used if enclosed in glass or non flammable holder. The container must be higher than the tip of the candle's flame. No smoke effects, fog machines, explosives or pyrotechnics are permitted. No rice, bubbles, confetti, birdseed, straw/hay, sand, glitter, metallic table scatters, silly string or aerosol fun spray. Rose petals may be on the tables only.*

## *Damages*

*The client is responsible for all damages, expenses and losses, including theft and property loss, caused by any person who attends, participates in or provides goods and services connected with the use of the facility and all tangible property. Costs for any loss or damage to Township property will be assessed to the client at the appropriate vendor's billed cost, plus 10%. The client may also be responsible for additional clean-up fees, which will be assessed on an as needed basis based on the vendor's billed cost or staff expense cost, plus 10% and will be addressed in written form included in a damage invoice. Damage or clean up charges may be billed directly to the client's credit card, with the mandatory 3% processing fee.*

## *Clean-Up and Removal*

*The client or the client's caterer is responsible for busing tables following meal service and the removal of trash to the dumpster. All non-Colerain Township owned property must be removed from the premises by the end of the scheduled rental time, unless the client or caterer has received written prior approval from the Public Services Director. Additional fees may be assessed for failure to adequately clean after an event or remove property as scheduled. Colerain Township is not responsible for decorations or personal items left behind.*