

LEWIS E. BROWN COMMUNITY CENTER

Event Center Rental Agreement

COUNCIL UPDATE APPROVED 7/1/2026

1. Purpose

The Lewis E. Brown Community Center ("The Lewie") is available for community, educational, cultural, social, civic, and private events that are consistent with the mission and purpose of the facility.

2. Reservation Requirements

1. Applicants must be 21 years of age or older.
 2. Reservations are confirmed only after:
 - Execution of a Rental Agreement;
 - Approval by Village administration;
 - Payment of all required fees and deposits.
 3. The Village reserves the right to deny any application that:
 - Presents safety concerns;
 - Exceeds facility capacity;
 - Conflicts with Village policies;
 - May cause damage to the facility or reputation of the venue
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3. Rental Fees and Deposits

1. Rental fees must be paid according to the payment schedule.
 2. A refundable security deposit is required before a date can be reserved.
 3. Security deposits may be withheld for property damage, excessive cleaning, unauthorized use of facilities, or violations of policies stated within these guidelines.
 4. Additional charges may be assessed if damages exceed the deposit amount.
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4. Occupancy and Capacity

1. Renters shall not exceed the maximum occupancy established by fire and building codes.
 2. Capacity limits include guests, vendors, entertainers, staff, and event personnel.
 3. The Village may terminate any event exceeding authorized occupancy.
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5. Permitted Use

1. Facilities shall only be used for the purpose stated in the rental application.
 2. Commercial sales, fundraising, political activities, or ticketed events may require additional approval.
 3. Illegal activities are strictly prohibited.
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6. Insurance and Liability

1. The Village shall require the renter to provide proof of general liability insurance with a minimum coverage amount of \$1,000,000 and listing the Village of Edgerton as an additional insured. Proof of insurance shall be provided no less than 30 days prior to the event.
 2. Events involving alcohol, large attendance, vendors, inflatables, live entertainment, or elevated risk may require additional coverage.
 3. The renter assumes responsibility for the conduct of all guests, including vendors.
 4. The renter agrees to indemnify and hold harmless the Village of Edgerton, its elected and appointed members, officers, and employees from any and all claims arising from the event.
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7. Alcohol Policy

1. Alcohol may only be served with prior approval from the Village.
2. A temporary liquor permit may be required through the State of Ohio; Division of Liquor Control for alcohol to be sold at events.

3. All applicable federal, state, and local laws must be followed.
 4. The Village may require additional insurance and/or security personnel.
 5. Alcohol service to minors is strictly prohibited.
 6. The Village reserves the right to terminate alcohol service or the event if violations occur.
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8. Decorations and Facility Protection

The following are prohibited unless specifically approved:

- Nails, screws, staples, tacks, adhesives, or fasteners attached to walls or ceilings;
- Open flames, candles, fireworks, sparklers, or pyrotechnics;
- Confetti, glitter, rice, birdseed, powder substances, or similar materials;
- Smoke machines, fog machines, or special effects equipment.

All decorations must be removed immediately following the event within the approved time designated on the application.

9. Clean-Up Responsibilities

The renter shall:

- Remove all decorations and personal property;
- Dispose of trash in designated containers located outside of the facility;
- Leave the facility in substantially the same condition as received, including but not limited to: floors swept and mopped, tables & chairs wiped clean, and appliances emptied and wiped clean.
- Complete cleanup before the end of the rental period.

Failure to complete cleanup may result in forfeiture of all or part of the security deposit.

10. Vendors and Contractors

1. Outside vendors must comply with all venue regulations.
 2. Vendors may be required to provide proof of insurance and licensure.
 3. Caterers must comply with applicable health regulations.
 4. The renter remains responsible for all vendors' conduct and damages.
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11. Noise and Conduct

1. Excessive noise, disorderly conduct, or disruptive behavior is prohibited.
 2. All guests shall conduct themselves in a respectful and lawful manner.
 3. The Village reserves the right to remove individuals whose conduct threatens safety or disrupts operations.
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12. Security

1. The Village may require security personnel.
 2. Security requirements shall be determined solely by Village administration.
 3. Failure to comply with security requirements may result in cancellation of the event without refund.
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13. Parking and Traffic

1. Vehicles shall be parked only in designated parking areas.
 2. Fire lanes, entrances, exits, sidewalks, and emergency access routes must remain clear at all times.
 3. The renter is responsible for guest compliance.
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14. Prohibited Activities

The following activities are prohibited: illegal drug use, possession of illegal weapons, gambling activities prohibited by law, smoking/vaping inside the facility, hazardous materials, activities that create an unreasonable risk of injury or property damage, and any other unlawful conduct.

15. Minors

1. Events involving minors must be supervised by responsible adults at all times.

2. The renter is responsible for ensuring adequate adult supervision.

16. Outdoor Area Use

The following rules apply to all outdoor events and activities held on the grounds of the Lewis E. Brown Community Center.

1. Outdoor activities held in conjunction with facility rental must be approved in advance.
2. Activities are limited to the approved rental times and designated outdoor spaces.
3. Renters are responsible for the conduct and safety of all guests, vendors, and attendees.
4. Do not damage lawns, landscaping, trees, buildings, or other property.
5. Vehicles are not permitted on grassy or landscaped areas unless approved by Village administration.
6. Tents, canopies, inflatables, stages, grills, and other equipment must be approved before use.
7. The following are prohibited: fireworks & pyrotechnics, confetti, glitter or similar materials, all illegal activities.
8. Amplified music and sound must comply with Village rules and local noise ordinances.
9. All trash, decorations, and personal items must be removed at the end of the event.
10. Renters are responsible for any damage or excessive cleanup costs resulting from outdoor use.
11. Outdoor events are held at the renter's risk regarding weather conditions. The Village is not responsible for weather-related disruptions.

The Village of Edgerton reserves the right to stop any outdoor activity that violates these regulations or creates a safety concern.

17. Event Hours

1. Facility is available Sunday- Saturday, 7am – midnight.
2. Events must begin and end within the approved rental period.
3. Setup and cleanup time must be included in the rental reservation.
4. Additional fees may apply for unauthorized overtime use.

18. Cancellation Policy

- More than 60 days before event: Full refund less administrative fee.
- 30-60 days before event: 50% refund.
- Less than 30 days before event: No refund.

The Village reserves the right to cancel rentals due to emergencies, facility damage, weather conditions, or circumstances beyond its control.

19. Right of Entry

Authorized Village personnel may enter any rented space at any time to ensure compliance with policies, address emergencies, or protect persons and property.

20. Termination of Event

The Village may immediately terminate an event without refund for:

- Violation of facility rules;
- Illegal activity;
- Unsafe conditions;
- Failure to comply with staff instructions;
- Exceeding approved occupancy limits.

21. Acknowledgment

By signing the Rental Agreement, the renter acknowledges that they have read, understood, and agree to comply with all Lewis E. Brown Community Center Venue Rental Regulations.

Renter Signature: _____ Date: _____

Village Representative: _____ Date: _____