

LEWIS E. BROWN COMMUNITY CENTER

Event Center Rental Application

COUNCIL UPDATE APPROVED 7/1/2026

Application Date: _____ Event Date(s): _____

RENTER INFORMATION

Name: _____

Organization/Business (if applicable): _____

Address: _____

Phone: _____

Email Address: _____

RENTAL INFORMATION

Type of Event:

- ☐ Wedding
- ☐ Birthday Party
- ☐ Corporate Event
- ☐ Meeting/Conference
- ☐ Fundraiser
- ☐ Reunion
- ☐ Other: _____

Expected Number of Guests: _____

Rental Start Time: _____ Rental End Time: _____

Total rental time includes setup and cleanup.

EVENT SERVICES

Will alcohol be served? ☐ Yes ☐ No

*If alcohol will be sold or included in the cost of a purchased ticket, I understand a State of Ohio temporary liquor permit is required and must be submitted to the Village prior to the event. ☐ Acknowledged

Will food be served? ☐ Yes ☐ No

Please list vendors: _____

Will music or entertainment be provided? ☐ Yes ☐ No

If yes, describe: _____

Will inflatables, tents, stages, or special equipment be used? ☐ Yes ☐ No

If yes, describe: _____

RENTAL FEES

Rental Fee: \$ _____

Security Deposit (if required): \$ _____

Total Due: \$ _____

Payment must be received prior to the scheduled rental date.

RENTAL TERMS ACKNOWLEDGMENT

By signing below, the renter acknowledges that they have read, understood, and agree to comply with all terms and conditions of the Agreement.

RENTER

Printed Name: _____ Signature: _____ Date: _____

LEWIS E. BROWN COMMUNITY CENTER

Village Representative: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY

Reservation Approved By: _____ Date Approved: _____

Rental Payment Received: ☐ Yes ☐ No Deposit Received: ☐ Yes ☐ No Insurance Received: ☐ Yes ☐ No

Refund issued: ☐ Yes ☐ No Date Refunded: _____

Additional Notes: