



# 2023 Pavilion Rental Application

Fees effective for all rentals during February 1, 2023 – November 30, 2023

**Pavilion Rental Fee is \$179.00 per hour with a minimum of 2 hours**

Name or Organization: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address, City & Zip Code: \_\_\_\_\_

Primary Phone:(     ) \_\_\_\_\_ Email: \_\_\_\_\_

Description of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of People Expected at Event: \_\_\_\_\_

## RULES AND REGULATIONS

1. Permits will be issued in hourly increments with a minimum of 2 hours that includes set up and tear down of event.
2. Permits must be with you during your event.
3. No posters, banners, signs or other devices may be posted within the Pavilion. No tacks, nails, or tape may be used. Throwing rice, glitter or non-organic confetti during any type of ceremony is prohibited. Requests for temporary display of signs may be made with a description/sketch of the sign you wish to have. If approval is granted, it will be issued in writing and mailed to you with your permit.
4. Electrical outlets are available.
5. The fireplace is not be used without permission from the City of Berea.
6. No portable grills of any kind can be used in the Pavilion.
7. The City of Berea does not provide tables, chairs or sound equipment for your event. The tables provided with the Pavilion are not to be dragged across the floor.
8. Cleanup is the responsibility of the sponsoring organization or responsible applicant. At the termination of the event, all trash must be cleaned up and disposed of in the proper receptacles.
9. Nothing may be pounded into the ground.
10. The possession and/or consumption of alcoholic beverages is prohibited in the Coe Lake Park area.
11. The Coe Lake Park area is public property, open to the public and there is no way to guarantee that others will not be in the park. Your permit only guarantees your access to the Pavilion.
12. Fees must be paid when application is submitted. **Credit, Cash or Checks made payable to the City of Berea are acceptable.** Booking the gazebo, pavilion or pergola is on a first-come, first-served basis. If another party is scheduled for the same time you requested, you will be advised and your payment may be returned to you at your discretion. **NO REFUNDS** will be granted due to weather, cancellations or any personal issues. Please allow 2 weeks for your application to be processed.
13. Restroom facilities are not included in your rental. Restrooms located at the pool are available for use. Hours may vary and are determined based on the season and weather conditions.
14. Use of audio devices and or live music must be used within the guidelines set forth in the City of Berea, Ordinance 911.07. A copy of the ordinance is available upon request.

*I understand the rules and regulations and agree to abide by them. I understand that I am financially responsible for any destruction or damage that may occur during my time of usage. After completing and returning this application to the Department of Recreation, I understand that I must wait for my application to be approved and the permit will be returned to me by mail.*

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

**For questions or to book your rental, please contact: Lori Jakobsky at (440) 826-5890 or [ljakobsky@cityofberea.org](mailto:ljakobsky@cityofberea.org)**

**Berea Recreation Department  
Attn: Lori Jakobsky  
451 Front Street  
Berea, Ohio 44017**

### OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_  Cash  Check \_\_\_\_\_ Permit Issued: \_\_\_\_\_