

HARRISON TOWNSHIP CIVIC CENTER
9940 New Haven Rd.
Harrison, Ohio 45030
FACILITY USE RENTAL APPLICATION

Application Date _____ Person/Organization: _____

Contact Person: _____ Contact Phone: _____

Contact E-Mail: _____ Alternate Phone: _____

Address: _____

Harrison Township Resident: _____ Yes _____ No
(Proof of residency in Harrison Township, Hamilton County is required)

Rental Date: _____ Time: Beginning _____ Ending _____

Rental Fee: \$200 for 4 hours Township Resident. \$350 for 4 hours non-Township Resident

Extra hours: \$50/hour. Double booking possible, (December). Hours: 11am-3pm. 6-10pm.

Security Deposit: \$200

Purpose of Use: _____

Public or Private Event? _____ Estimated Number of Attendees: _____ **Capacity 66**

Room set-up: Tables and chairs may be moved around or taken down but must be placed back to their original location after the event.

DO NOT REMOVE PICTURES FROM THE WALLS

Will Tickets Be Sold / Admission Charged for This Event? _____ If Yes, How Many? _____

Will Alcohol Be Served or Sold? _____ If Sold, Liquor Permit and Additional Insurance Are Required. If Applicable Both Must Be Furnished Prior to the Event.

Message for Entrance Sign: (18 spaces per line. 3 lines max.)

Building Capacity is 66

Signature of Applicant

Items Available for Event Use:

60" Round Tables – 10

6' Banquet Tables – 3+

Padded Chairs – 57. Plastic Chairs 15

No Oven on the premises

Coffee Maker

Microwave.

Refrigerator/Freezer

Sound System and Video projection
