



PERIN PAVILION

RENTAL PACKET

Redskin Memorial Park • Village of Fort Loramie

Rental Options

All Day: 7:00 a.m.-Midnight (\$250)
Half Day: 7:00 a.m.-3:00 p.m. (\$125)
Evening: 4:00 p.m.-Midnight (\$125)

Saturday Rentals

All Day rentals only

Capacity

Maximum facility capacity: 150 persons
Standard table/chair layout seats up to 96

Food Prep Area

No full kitchen. Small sink in storage room; refrigerator and counter space are located in the main pavilion area.

This packet includes rental terms, facility operating instructions, close-up requirements, and the standard pavilion layout.

Village Office: 937-295-3088

1. Pavilion Rental Agreement

Date of Booking: _____

Rental Day Requested: _____

Rental Time Requested

- ☐ All Day (7:00 a.m.-Midnight) - \$250.00 ☐ Half Day (7:00 a.m.-3:00 p.m.) - \$125.00
☐ Evening (4:00 p.m.-Midnight) - \$125.00

Saturday rentals: All Day rentals only. Half Day and Evening rentals are not permitted on Saturdays.

Name of Renter: _____

Address: _____

City/State/ZIP: _____

Phone Number: _____

Email Address: _____

Reason for Rental/Event: _____

Payment Information

Rent Cost: \$ _____

Payment Method: ☐ Check ☐ Credit Card ☐ Cash

Credit Card Number: _____

Expiration Date: _____

CVV Code: _____

Important: A valid credit card must be placed on file at the time of booking to cover any damages or additional charges that may occur. A 3.5% processing fee applies to all credit card payments.

Booking & Cancellation

- **Booking Window:** Village residents or donors may rent the pavilion exactly one (1) full year in advance. Non-Village residents may book exactly six (6) months in advance.
- **Booking Confirmation:** The rental contract and full payment are due within twenty-four (24) hours of booking. If not received, the reservation may be released and offered to the next person for that date.
- **Cancellation Policy:** Rentals are non-refundable unless the facility is re-rented for the same date. A refund will be issued only if the date is successfully rebooked.
- **Confirmation:** A booking is not considered confirmed until payment has been received and approved by the Village.

2. Facility Policies & Rental Terms

Capacity & Setup

The standard pavilion setup seats up to 96 people. Additional tables and chairs are available in the storage room if needed. The facility maximum capacity is 150 persons. Renters are responsible for returning all tables and chairs to their original locations according to the layout map included in this packet.

Tent & Underground Utility Notice

If the renter plans to install or place any tent, canopy, stakes, inflatables, or other temporary structures on Village property, the Village must be notified in advance prior to setup so underground utilities can be properly located and marked for safety.

Facility Rules & Restrictions

- ☐ No driving or parking on grass is permitted.
- ☐ Fireplace must be turned off after use.
- ☐ Floors must be swept prior to departure; mop any areas where spills occurred.
- ☐ All lights must be turned off before leaving.
- ☐ All restroom and entry doors must be closed and secured upon exit.
- ☐ Tables and chairs must be returned to the standard layout.
- ☐ Trash must be removed from the pavilion and placed in the dumpster located behind the Water Treatment Plant.

Terms and Conditions

The undersigned renter agrees to defend, indemnify, and hold harmless the Village of Fort Loramie, including all elected and appointed officials, officers, employees, agents, and volunteers, from and against any and all claims, demands, actions, suits, liabilities, damages, losses, costs, or expenses, including attorney fees, arising out of or related to the use of the pavilion or park facilities by the renter or guests during the rental period.

The Village of Fort Loramie reserves the right to deny or revoke rental privileges for violations of this agreement or misuse of Village property.

Acknowledgement

I have read, understand, and agree to abide by the terms and conditions of this Pavilion Rental Agreement and the facility instructions included in this rental packet.

Renter Signature: _____

Date: _____

Village Representative/Witness: _____

Date: _____

Agreement source revision: 05/22/2026

3. Facility Use Guide

Sound System / Bluetooth Speakers

- ☐ Turn the key two clicks to the right to the ON position on the master sound cabinet in the maintenance room.
- ☐ Volume controls for the indoor/outdoor speakers and TV are located in the same cabinet.
- ☐ To pair a phone or device, go to the east corner of the fireplace and open Bluetooth settings on your device.
- ☐ At the Bluetooth control on the side of the fireplace, hold the PAIRING button and select "MUSIC BT" on your device.
- ☐ Control volume from your device or the master cabinet.

TV

- ☐ Remote is located on the mantel; please return it there after use.
- ☐ TV volume is controlled from the master sound cabinet in the maintenance room.
- ☐ TV volume may be turned to 0 if using the TV while listening to music through the pavilion speakers.
- ☐ Music and TV audio cannot be played through the system at the same time.
- ☐ The TV has Bluetooth for connecting a device for slideshows or similar use.
- ☐ HDMI input is located on the east side of the fireplace for a wired connection.

Garage Door Operation

- ☐ Openers are located in the maintenance room.
- ☐ Hold the button down until the door is fully opened or fully closed.
- ☐ Return openers to their storage location and keep them out of reach of children.

4. Fireplace, HVAC & Closing Checklist

Fireplace

- ☐ The pilot light is lit. Do not turn the T-handle key off during normal closing.
- ☐ To use the fireplace, go inside the fireplace to the bottom right corner and flip the switch to ON; the logs will light.
- ☐ Flip the switch to OFF before closing up.
- ☐ Do not turn off the T-handle gas valve key located on the fireplace stone unless there is an emergency.

HVAC Mini-Split Units

- ☐ Heat/cool mini-split units are located on the south wall above the cabinets.
- ☐ HVAC remote control is located in the maintenance room to the right of the door.
- ☐ Take the remote to each unit and point it toward the unit to adjust temperature.
- ☐ The temperature cannot be changed from inside the maintenance room; the remote must be used near each unit.
- ☐ In winter, return HVAC units to 70°F before closing up.

Close-Up Checklist

- ☐ Wipe down tables and chairs. Cleaning supplies and brooms are located in the maintenance room.
- ☐ Return tables and chairs to the standard layout shown in this packet.
- ☐ Sweep floors; mop if spills occurred.
- ☐ Empty trash barrels, install new bags, and place trash in the dumpster located behind the Water Treatment Plant.
- ☐ Restock toiletries if needed; extras are located in the maintenance room cabinet.
- ☐ Turn the sound system key to OFF.
- ☐ Turn off fireplace after use.
- ☐ Turn off lights.
- ☐ Lock restroom doors and all entry doors.

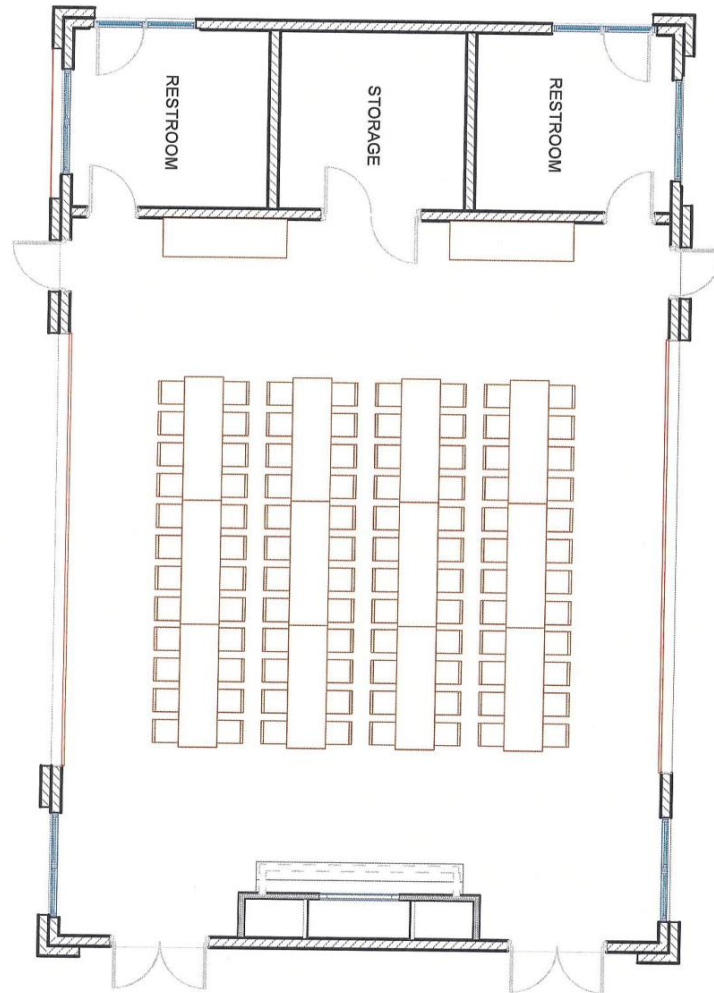
Key Fob Entry Door

- ☐ 1 swipe: unlocks the door for 30 seconds.
- ☐ 2 swipes: keeps the door unlocked.
- ☐ 3 swipes: locks the door.

Questions? Village Office during business hours: 937-295-3088 | Village Administrator: 937-489-9639

5. Standard Pavilion Layout

Please return tables and chairs to this arrangement before leaving. The standard setup shown seats up to 96 people; additional tables and chairs are stored in the storage room.



Layout reference: restrooms and storage are located along one end of the pavilion; the main seating area occupies the center of the room.