

CITY OF BEDFORD PARKS & RECREATION DEPARTMENT
ARCHIBALD WILLARD PARK PAVILION RENTAL RULES, REGULATIONS AND FEES
Phone: 440-735-6570 Email: recreation@bedfordoh.gov

The following information is for rental of Archibald Willard Park Pavilion for a private party. The park has one open air pavilion with two sections available for rent from May 1 through September 30. When not rented, the pavilion can be used on a first come, first served basis. Pavilion rental hours are 9:00 am to dusk. The pavilion must be vacated at dusk. Each section has enough seating for approximately 70 people.

Archibald Willard Park is located at Ellenwood Center, 124 Ellenwood Avenue, Bedford, Ohio 44146. Residents 25 years and older may apply to rent the Pavilion. The resident permit holder must be present the duration of the event. To request use of the Pavilion the resident must submit a completed application to the Parks & Recreation Department. Proof of residency may be required.

Applications are accepted the first full week in March for the same calendar year. Applications are available at Ellenwood Center and online at <https://bedfordoh.gov/park-facilities/>. Please be advised this is an application only, not a reservation. A Parks & Recreation Staff member will contact the applicant once the application has been reviewed.

Rental fees are based on four (4) hour blocks of time that fall within the rental hours. Set-up and clean-up times are included within the time on your approved permit. You may not arrive earlier to set up or stay later to clean up. There may be groups scheduled before and/or after your group.

Fee: \$25 for 4-hours or \$50 for the day per section. All fees are due at the time the application is approved. The date will not be secured until fees are paid in full.

Rentals are subject to availability. City and Parks & Recreation Department activities have priority in scheduling over rentals. The Parks & Recreation Department reserves the right to reject any application for any reason. The Pavilion is not available during City and/or Parks & Recreation Department scheduled events; i.e. summer day camp, etc. The City Manager, Parks & Recreation Director or designee may waive the rental fee.

Your approved permit only guarantees the date, time, and location. The Parks and Recreation Department will make the best effort possible to have the pavilion clean and ready to go. There are occasions when the pavilion may be vandalized overnight or be under minor repair. If you are reserving a pavilion for the weekend (Saturday and Sunday), we do not guarantee the cleanliness of the pavilion. It is suggested that you be prepared in such cases.

If there are non-permit holders occupying the area of the pavilion you have reserved when you arrive, you may ask them to leave. If they decline, you are advised to contact the Bedford Police Department at 440-232-1234. You are encouraged to have your approved permit and a photo ID with you during your rental. The approved permit will help you verify your rental should the Police Department need to be involved.

PLEASE NOTE: *Electrical capabilities are limited at the Pavilion. Electric is intended for food warmers or small radios (radios must be kept at a minimal volume level). Do not plug in more than what you would at home. Individual outlet maximum is 20 amps. No electric motors should be used. Total pavilion maximum is 75 amps. You cannot reset tripped breakers. The City will not respond to electrical outages due to electrical overloads caused by the applicant.*

RULES & REGULATIONS

The pavilion has two sections identified as "A" and "B". The section rented will be identified on the permit. A resident can rent both sections concurrently.

Parking – Parking is free and is permitted only in designated parking areas. Parking on the grass is prohibited.

Tables – The pavilion is rented with the designated number of tables – no additional tables will be added. Do not move or remove picnic tables from either side of the pavilion. Renters may bring their own tables and chairs but must remove them at the end of the rental.

Facility Protection/Decorations – In order to avoid permanent damage to the pavilion, decorating must adhere to the following guidelines:

- A. All decorations and entertainment equipment are subject to the approval by the Parks & Recreation Director. Bands and DJ's are prohibited.
- B. All decorations must be of a type that will not damage or deface the premises. No paste, glue, nails, tacks, staples, or other material that may damage the woodwork, floors, ceilings, or fixtures of the pavilion.
- C. No open flames (e.g. candles, oil lamps) are permitted.
- D. All decorations and/or equipment brought in for the event must be removed at the end of the event.
- E. The permit holder assumes responsibility for all costs related to damage of the pavilion or equipment resulting from use, abuse or neglect.
- F. The City of Bedford shall not be liable for any damage to or loss of personal property or equipment brought to the pavilion in conjunction with the event by the applicant, or applicant's members, officers, employees, agents, representatives, contractors or any person who attends the event.

Grilling is permitted only on the grills provided. Renter must provide their own grilling supplies; i.e. charcoal, lighter fluid, etc. Grills are for use by pavilion users only during the period of rental. No personal grills permitted.

The following is prohibited:

- Inflatable structures/games
- Rock walls and/or other portable climbing structures
- Pets
- Fireworks
- Drugs and alcohol
- Use of profane or abusive language
- Gambling, raffles and other games of chance
- Selling, soliciting or peddling any item or article regardless of value

Pavilion Condition and Trash Removal – Renter is responsible for leaving the pavilion in good condition free from all trash, decorations, and other items brought into the park:

- A. All trash must be placed in the dumpster located behind Ellenwood Center
- B. Renter is responsible to replace trash receptacles with new trash bags after event.
- C. Renter may pick-up trash bags at the Parks & Recreation Department Monday through Friday from 8:00 am to 5:00 pm. Trash bag size should be 55 gallons.
- D. The permit holder is responsible for all damages caused to the pavilion during their use and any cost associated with cleaning or repairing the pavilion.

No Assignment – The applicant shall not assign, sublet, or license its rights under this agreement to any third party without the written consent of the Parks & Recreation Director.

Concurrent Use – The City of Bedford reserves the right to allow the concurrent use of other areas of Archibald Willard Park and/or Ellenwood Center not being used by applicant.

Indemnity – The applicant shall indemnify, defend and hold harmless the City of Bedford, its officials, directors, agents, representatives, employees and insurers from all claims, damages, losses, costs and expenses which they may suffer or incur as a result of the rental of the pavilion.

Cancellation and Termination

- A. Cancellation of any pavilion permit must be made in writing and at least ten (10) business days prior to the scheduled event in order to get a refund.
- B. Any written cancellation made less than ten (10) business days prior to the event will not be eligible for a refund.
- C. No refunds will be issued due to lack of pavilion cleanliness, inclement weather, or failure on the part of the pavilion user to use the pavilion on the date reserved.
- D. If the pavilion or any part thereof is destroyed or damaged and, in the City's opinion, rendered unusable, or if the Center otherwise becomes unavailable prior to applicant's event, then applicant's permit shall terminate, and the applicant hereby waives any claim for damages or compensation as a result of such termination. In this event, the rental fee will be returned to the applicant.
- E. If the applicant fails to pay any sum due to the City of Bedford, or fails to comply with any part of these Rules and Regulations and any other City regulation, the City of Bedford shall be entitled to terminate the applicant's permit without notice.

There are other pavilions located throughout Bedford Parks; however, these pavilions cannot be reserved. These pavilions are occupied on a first come, first served basis.