



Facility Rental Application

Please complete the following information and return a minimum of 30 days prior to your meeting or special event date(s). A check or money order for \$250.00 must accompany this application to hold the date. This fee is nonrefundable and will be applied to the rental fee.

Submit completed form and deposit to:
Richard Gervais
1650 East Southern Avenue, Bucyrus, OH 44820
Phone: 419-562-3321, ext. 148
Email: gervaisr@crowfordcbdd.org

PLEASE PRINT

Date: _____ Contact Person: _____
Phone number: _____ Fax number: _____
Name of Organization/Group: _____
Address: _____ City: _____ State: _____ Zip: _____

TYPE OF RENTAL

Name or type of event: _____
Anticipated number of participants: _____

TIMELINE

Date(s) of event: _____ Time: _____ - _____
Additional Date/Time Information (if applicable): _____

Will your event require additional breakout rooms. We have 3 smaller rooms that can hold up to 30 people. YES NO

If yes, how many total breakout rooms are you requesting?

CATERING

Do you plan to have food catered for your event? YES NO
If yes, what type(s) of meal(s) will be served? Breakfast Lunch Dinner Other
Name of caterer you expect to use for your event: _____

MISCELLANEOUS

Do you plan to have music/entertainment? YES NO
If yes, what will it be? Band DJ Other (please explain)

Will you need a dance floor? YES NO
Will alcohol be on the premises for your event? YES NO

If yes:

1. Additional hourly charges may be involved if security is required and obtained by Trillium Event Center.
2. Liquor permit from Ohio Department of Commerce required if alcohol is sold or provided by caterer or sponsor.
3. Certificate of insurance or waiver request required for all alcohol related events.