

BILL STANTON COMMUNITY PARK

# RENTAL INFORMATION & GUIDELINES

**BANQUET HALL  
REC HALL  
STANTON PAVILION  
& TOWNSHIP PAVILION'S**

5585 Chapel Rd  
Madison, Ohio 44057

## Your Event-Our beautiful space!

From elegant receptions in our spacious Banquet Hall to semi-formal events at the Rec Hall or family picnics in our rustic pavilion, we have the perfect backdrop for every occasion. We provide beautiful lake views, and a clean, and spacious setting for your family and friends to gather and make lasting memories.

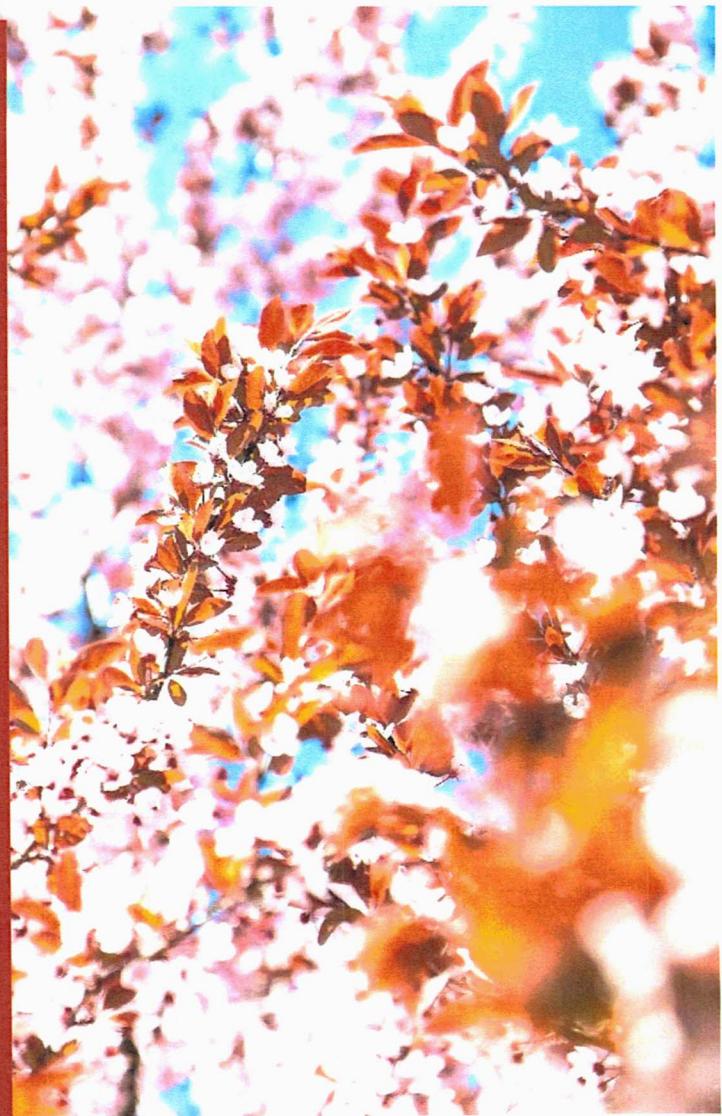
**Contact Madison Township  
Administrative Office**

**440-428-5128**

**Rec Hall-**  
**Maximum seating capacity 70**

**Banquet Hall-**  
**Maximum seating capacity 170**

**Pavilion-**  
**Maximum seating capacity 102**



# STANTON PARK HALL RENTALS

## & OTHER TOWNSHIP PAVILIONS

5585 Chapel Road Madison, Ohio 44057  
[kgarden@madisontownship.net](mailto:kgarden@madisontownship.net) or call 440-428-5128

Imagine a premier Banquet Hall on the shores of Lake Erie that combines relaxed elegance with breathtaking natural scenery. It is set in a year-round community park and boasts a large, flexible indoor event space. Complimented by a picturesque outdoor option, ensuring a perfect setting for any occasion, from intimate gatherings to grand celebrations.

Our cozy Rec Hall offers the perfect backdrop for your next event. The intimate setting is ideal for smaller gatherings, from baby showers, to family reunions. With an open layout and versatile space, you can comfortably host birthday parties and graduation celebrations.

### BANQUET HALL INCLUDES:

Seating: 170

- 20-60" round tables
- 8-rectangular tables (4 six foot and 4 eight-foot-long tables)
- Padded chairs
- Patio with picnic tables
- Full Kitchen with two ovens, a 10-burner gas range, microwave and a 24" x 36" griddle
- Ample freezer and refrigerator space
- Heat, air conditioning, ceiling fans and restrooms included on site.
- Mobile bar
- Flexible set up options with alcove for a band or DJ
- Playground

### RECREATION HALL INCLUDES:

Seating: 70

- 9-rectangular tables (8-foot tables)
- Padded chairs
- Small Kitchen with a refrigerator and microwave
- Fireplace
- Heat and air conditioning
- Playground

### **STANTON OUTDOOR PAVILION:**

Once a place of quiet reflection this historic chapel has been thoughtfully repurposed as a distinguished outdoor pavilion. The original architecture provides a stunning backdrop for modern gatherings while preserving a piece of local heritage. Perfect for outdoor weddings, graduations and family re-unions.

Seating: 102. The former chapel

- 17 8-foot long picnic tables
- Outdoor Fire Ring
- Electric in pavilion
- Flexible set up options
- Beautiful architectural design

### **RESERVATIONS**

- Availability: Check the on-line calendar or call the Madison Township Administrative Office to confirm your desired date and time. Weekends book up well in advance.
- Stanton Pavilion along with all township pavilion's may be booked on line. This includes Madison Township Pavilion and Tuttle Park Pavilion. Stanton Banquet Hall and Recreational Hall must be made by calling the office at 440-428-5128. Contract must be signed and returned to the office with payment.
- When reserving, you will need to provide contact information, purpose of the event, number of attendees and desired date.
- Residency: Proof of residency required for residency rates for hall rentals

### **DEPOSITS**

- A refundable security deposit is required for both Stanton Park Banquet Hall and Rec Hall. Weddings at Stanton Pavilion (if alcohol is to be served) will also require a security deposit. Please refer to Stanton Park Rental Rates for detailed information.
- Security Deposits and contracts are required in order to secure your date.
- Security deposits can be paid by cash or check. Please make checks payable to Madison Township. **All balances must be paid 45 days prior to the event.**
- Serving alcohol will result in a higher security deposit. Please refer to schedule.
- Certificate of liability in the amount of \$1,000,000.00 is required when renting the Banquet Hall or Rec Hall. If alcohol is to be served, a certificate of liquor liability is also required for the same amount.
- Damage assessment: The security deposit is returned after the event and a facility inspection has been completed, this refund process can take several weeks.
- Rental Fees: all rental fees (for halls) must be paid 45 days prior to scheduled event.

### **CANCELLATION POLICY (BANQUET HALL & REC HALL)**

- **Cancellations for the Banquet Hall and Rec Hall are as follows:**

## Exhibit A

- All cancellations must be in writing, signed and dated by the renter. The security deposit is non-refundable unless written cancellation notice is given **45** days prior to the date of the event. A **\$100.00 cancellation fee will be applied. No refund will be given less than 30 days prior to the event date. Rental fee and security deposit will be forfeited.**

### **CANCELLATIONS OF ANY TOWNSHIP PAVILION**

- All township pavilion rental fees are non-refundable.

### **ADDITIONAL CONSIDERATIONS/GUIDELINES:**

- Review your contract and understand the contract before signing.
- Familiarize yourself with the cancellation policy.
- Catering & Other Vendors-any caterer or vendor may be used for services needed for your event. However, they must follow the guidelines and terms for use of the facility. If the vendor violates any of the guidelines, the renter will be held responsible and a portion or all of the security deposit may be forfeited.
- Alcohol is permitted and must stay within the confines of the Rec Hall, Banquet Hall or Stanton Pavilion. No exceptions! An off-duty Madison Police Officer must be hired for all events where alcohol is served. There is a separate contract the renter will need to complete.
- No decorations may be attached to the walls, windows or doors. No tape, sticky tack, or any other adhesive may be used. No confetti or silly string or the like is permitted in the buildings.
- Tables and chairs are not permitted to be removed from the building.
- Lockbox on outside of building where the key is located. Call Madison Township 1 day prior to you scheduled event for Lock box code.
- There is an Allen wrench located in the podium to unlock the doors-Press fire safety door handle in and insert Allen wrench into hole next to handle. Turn clockwise until door unlocks. Be sure to lock all doors prior to exiting and return key into Lock box on outside of building.
- Set up and tear down is the responsibility of the renter.
- All helium balloons must be weighted.
- Clean-up is the responsibility of the renter. The hall must be put back in the condition it was found.
- Tables and chairs must be wiped down and put away
- All trash must be placed in the dumpster. Trash bags are provided.
- All decorations and personal property must be removed.
- Counters and equipment in the kitchen must be cleaned, floors swept and spills mopped.
- Any additional equipment (grills, tents, roasters etc.) to be brought in by renter must be approved by a representative from Madison Township Administration. Equipment must be removed within the timeline set by the Township or the security deposit will be forfeited.
- Madison Township is not responsible for any damages to or theft of equipment and or personal property of the renter left on the premises after the scheduled event.
- Smoking is prohibited.
- Renter must be 21 year of age or older.
- All premises must be vacated by midnight.
- No pets are permitted in any facility.

## Stanton Park Rental Rates 2026

	1/2 Day Rental	Full-Day Rental	Deposit	Deposit		
	Resident	Non-Resident	Resident	Non Resident	Alcohol	No Alcohol
<b>REC HALL</b>	\$400.00	\$450.00	\$600.00	\$700.00	\$400.00	\$150.00
<b>BANQUET HALL</b>	\$600.00	\$900.00	\$950.00	\$1,100.00	\$600.00	\$300.00
<b>STANTON PAVILION</b>	\$75.00	\$75.00	\$75.00	\$75.00	\$400.00	N/A
<b>STANTON GREEN SPACE</b>			\$300.00		\$400.00	\$150.00

### Insurance Requirements:

<b>Liability Insurance</b>	<b>Rec Hall and Banquet Hall</b>	<b>Amount: \$1,000,000.00</b>
<b>Liquor Liability Insurance</b>	<b>All Stanton locations if liquor is to be served</b>	<b>Amount: \$1,000,000.00</b>

*(Certificates of liability need to identify the Board of Madison Township Trustees as an "additional insured").*

Please note: If alcohol is to be served you are required to hire an off-duty Madison Police Officer. One officer is required for every 100 guests. Contact the Police Department direct at 440-428-2116 to schedule.

Security Deposits are returned after the event once the facility has been inspected and no damage detected.

**Madison Township Park Pavilion \$75.00**  
**Tuttle Park Pavilion \$75.00**

Please contact the Madison Township Adminstravtive Office direct at 440-428-5128 for reservations of all facilities.

ALL PAVILIONS RENTAL ARE NON-REFUNDABLE.



## **Madison Township Facility Rules and Regulations**

- Madison Township Board of Trustees reserves the right to deny use of any portion of its facilities to group(s), organization(s) and or individual(s) who fail to comply with the rules and regulations set forth herein.
- It is understood that the group(s), organization(s), and or individual(s) using the above designation facility will comply with all applicable Federal, State, County, and or Township laws, statutes, codes, ordinances, resolutions, policies, rules, regulations and or guidelines. In addition, said group(s), organization(s), and or individual(s) acknowledge and agree that they shall:
  - **Be responsible for all persons in the group and or organization using the facility.**
  - **Assume responsibility for any damage to the facility.**
  - **Park only in designated parking areas.**
  - **Not to permit the consumption of alcoholic beverage unless otherwise approved at the time of reservation (only permissible at Stanton Park Facilities).**
  - **Observe all posted and public rules.**
  - **All parks closed at dusk which is defined as a half hour after sunset (unless it's an approved event at the Stanton Park facilities)**
  - **Please refer to Exhibit A for cancellation policy and pricing.**
- I have read, understand and agree to comply with the policies, terms and conditions for use of a Madison Township Park. For, and in consideration given to use the above described facility, I, the undersigned covenant, agree to hold harmless Madison Township Board of Trustees, its officers, employees, servants, contractors, and agents of and from any and all actions, causes of action, claims, demands for damages, costs, looses of services, expenses and compensation, on or account of, or in any way growing out of, any and all personnel injury or property damage which may result to groups, organizations, members or individuals as a result of participation the aforementioned active at the above described facility.

**Name of Responsible Individual (please print):** \_\_\_\_\_

**Signature of Responsible Individual:** \_\_\_\_\_ **Date:** \_\_\_\_\_