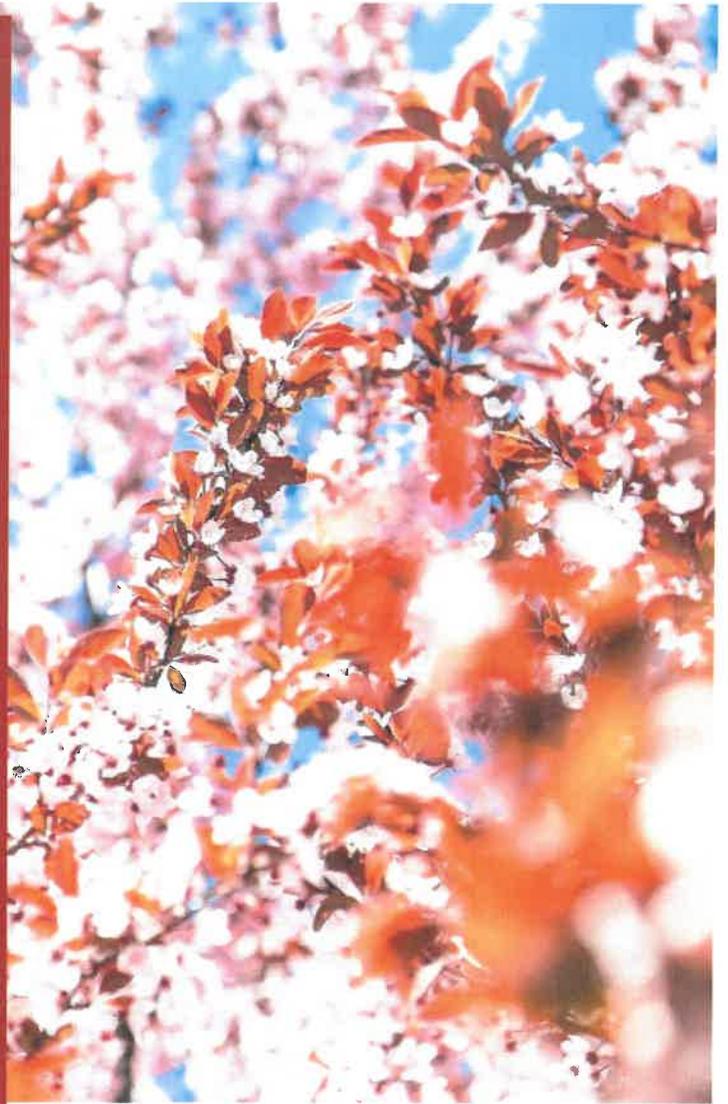


BILL STANTON COMMUNITY PARK

**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 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:

- 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 vender 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.

MADISON TOWNSHIP PAVILION - 6717 LAKE RD.

- Seating capacity: 100 +
- _____ Picnic tables
- Restrooms
- Ballfield
- Volleyball courts
- Basketball court
- Beach
- Playground
- Small water craft boat dock
- Park open from dawn to dusk
- Electric in pavilion
- No alcohol permitted in park
- Rental fee is non-refundable

TUTTLE PARK PAVILION – 5825 NORTHWAY DR.

- Seating capacity 48
- 8 Picnic tables
- Ballfields
- Restrooms
- Playground
- Basketball court
- No alcohol permitted in park
- Rental fee is non-refundable if cancelled.
- No beach access.
- Rental fee is non-refundable

Stanton Park Rental Rates 2026

	1/2 Day Rental		Full-Day Rental		Deposit Alcohol	Deposit No Alcohol
	Resident	Non-Resident	Resident	Non Resident		
REC HALL	\$400.00	\$450.00	\$600.00	\$700.00	\$400.00	\$150.00
BANQUET HALL	\$600.00	\$900.00	\$950.00	\$1,100.00	\$600.00	\$300.00
STANTON PAVILION	\$75.00	\$75.00	\$75.00	\$75.00	\$400.00	N/A
STANTON GREEN SPACE			\$300.00		\$400.00	\$150.00
Insurance Requirements:						
Liability Insurance	Rec Hall and Banquet Hall			Amount: \$1,000,000.00		
Liquor Liability Insurance	All Stanton locations if liquor is to be served			Amount: \$1,000,000.00		
<i>(Certificates of liability need to identify the Board of Madison Township Trustees as an "additional insured").</i>						

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 Administrative Office direct at 440-428-5128 for reservations of all facilities.

ALL PAVILIONS RENTAL ARE NON-REFUNDABLE.

Madison Township Facility Rental Agreement

THIS AGREEMENT was made and entered into at Madison, Ohio, this ____ day of _____ between THE BOARD OF MADISON TOWNSHIP TRUSTEES, hereinafter called "MADISON TOWNSHIP," and _____, hereinafter called "USER."

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREINAFTER SET FORTH, AND FOR OTHER VALUABLE CONSIDERATIONS, THE PARTIES HERETO AGREE AS FOLLOWS:

1. MADISON TOWNSHIP shall allow the USER the use of _____
2. for the purpose of a _____. The period of use shall be on the following date: _____, _____. The areas of use shall include: _____. The doors will be open at _____AM for USER to set up and USER has until _____ PM to clean up. The USER hereby acknowledges that he/she has viewed/not viewed the premises and buildings thereon and accepts same in their "AS IS" condition.
3. The USER shall pay MADISON TOWNSHIP for the use of _____ for said activity in the amount of _____. In addition, the USER shall pay MADISON TOWNSHIP, in advance, a security deposit in the amount of _____, to ensure full and complete compliance with the terms and conditions of this Agreement. **Said security deposit is non-refundable unless cancellation notice is given in writing 30 days prior to the date of the event. A \$100.00 cancellation fee will be applied. Cancellations less than 30 days will result in all payments and security deposit be forfeited.** Within 30 days after the event Madison Township shall refund the security deposit or partial deposit depending on the cost of damages claimed. An itemized statement shall be provided with the refund, if any. Refund checks, issued by Madison Township, shall be cashed within ninety (90) days. Checks not cashed within the ninety-days (90) will be canceled by the Township. If requested to reissue a refund check, the refund amount will be decreased by the bank fees associated with the original check cancellation.
4. The USER shall fully and completely comply with the **MADISON TOWNSHIP Rental/Reservation Guidelines** for use of _____, a copy of said guidelines being attached hereto, incorporated herein and marked **Exhibit "A."** The USER shall fully and completely comply with all other applicable rules, regulations and laws established by any federal, state, county or township governmental authority.
5. The USER shall be responsible for setting up the tables and chairs, post event cleaning, and returning the tables and chairs as they were found. The last hour of the rental will be used for facility clean-up.
6. The USER shall keep the premises in a safe and sanitary condition, and shall dispose of all rubbish, garbage and other waste in a clean, safe and sanitary manner.
7. The USER shall use and operate all electrical and plumbing fixtures properly, and shall comply with the requirements of applicable state and local health and safety codes.
8. The USER shall refrain and forbid any person on the premises from intentionally or negligently destroying, defacing, damaging, or removing any part of the premises.
9. USER shall not permit any unlawful or criminal activity on the property and shall not permit persons on the property to conduct themselves in an unlawful, criminal, disorderly, or disruptive manner.

10. Should the **USER** or any person on the premises intentionally or negligently destroy, deface, damage, or remove any part of the premises, the security deposit will be forfeited. Additionally, **USER** will be responsible for any expenses, due to said damage, that is over the amount of the deposit.
11. The **USER** shall refrain and forbid any person from using fireworks, flame effects or pyrotechnic devices at any location on the premises. Failure to do so will result in forfeiture of the entire security deposit.
12. The **USER** shall provide Madison TOWNSHIP with a ***Certificate of Liability Insurance***, in the amount of one million dollars (\$1,000,000.00) identifying the Board of Madison Township Trustees as an "additional insured."
13. The **USER** shall provide Madison Township with a ***Certificate of Liquor Liability Insurance***, in the amount of one million dollars (\$1,000,000.00) identifying the Board of Madison Township Trustees as an "additional insured."
14. The **USER** hereby releases and agrees to indemnify and save absolutely harmless **MADISON TOWNSHIP, its Trustees, employees, agents, elected and appointed officials, representatives and their successors** and assigns from any and all claims, liability, causes of action, damages, costs and expenses which may occur or arise on account of or in any way growing out of, either directly or indirectly, the use of _____ as referred to herein.
15. The **USER** shall not assign or transfer this Agreement under any circumstances, any attempted assignment or transfer shall be wholly null and void.
16. This Agreement contains the entire agreement between the parties hereto and any Agreement hereafter or heretofore made shall not operate to change, modify, terminate or discharge this Agreement in whole or in part unless such Agreement is in writing and signed by all parties hereto. **MADISON TOWNSHIP** has made no representations or warranties with respect to said premises except as otherwise set forth herein.
17. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of both parties hereto.

IN WITNESS WHEREOF, the parties have set their hands to duplicates hereof, this ___ day of _____, MADISON TOWNSHIP, Lake County, Ohio.

Client

Township Representative

2065 Hubbard Road
Madison, Ohio 44057
Phone: (440) 428-5128
Fax: (440) 428-1371



Trustees
Pete V. Wayman
Joseph A. White
Thomas M. Sill
Legal Counsel
Gary L. Pasqualone
Fiscal Officer
Sarah Hamercheck
Administrator
Paul J. Cook

www.madison township.net

Ohio's Largest Township

Madison Township Rental Facility Application

Name: _____ Date Reserved: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Number of Guests: _____

Event Type: _____ Start time: _____ End time: _____

Alcohol to be served on premise: _____ (Only permissible at Stanton Facilities)

Facility to be rented: _____ Event Date: _____

- _____ Tuttle Park Pavilion:
- _____ Madison Township Park Pavilion:
- _____ Stanton Park Pavilion
- _____ Stanton Park Banquet Hall
- _____ Stanton Park Recreation Hall
- _____ Stanton Park Green Space
- _____ Stanton Park (entire park)

(If alcohol is to be served it is required to hire an off-duty Madison Township Police Officer at their going rate and must be paid in cash upon arrival. Separate contract required.)

Facility Fee: _____ Security Deposit: _____ Total Amount: _____

Date of Deposit	Amount	Cash/Check	Receipt #	Balance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Date Contract Sent: _____ Date Received: _____

Additional Notes: _____



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, statues, 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, loss 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:** _____