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Town Hall Rental

The historic Suffield Township Town Hall can be rented by residents and non-residents for various events. You can have a wedding reception, bridal shower, reunion, birthday party or other event at this location that’s near to home and is very affordable. The Community Room in the Fire House is also available, but only to non-profit township-based organizations.

Call **Shannon Eldreth** at 330-628-5494 or 330-807-0384 to arrange rental of the Town Hall or for more information. Call **Chief Robert Rasnick** at 330-628-9240 to reserve the Community Room for your non-profit community-based organization.

Rules for use of the rental facilities and fees are set yearly by the Suffield Township Board of Trustees. For 2017, the following resolutions apply:

Township-based Organizations:

Suffield School Reunions (All) No charge

Boy Scouts, Cub Scouts, Webelows, Girl Scouts, Campfire Girls,

and 4-H Clubs (four uses per month maximum) No charge

Suffield Township Historical Society, American Red Cross Blood

Drives, Senior Citizens, Suffield Garden Club, Lion’s Club, VFW,

VFW Auxiliary, Fire Department, Field Youth Football/Soccer/

Basketball, Field High School Choir, Field High School Drama Club,

Suffield League, Suffield Tea Party, Political Informational, and

the Jaycees (two uses per month maximum) No charge

Note:

1. The normal rates apply for any meetings or activities that exceed the above limits.
2. The Suffield Township Town Hall is to be closed at 10:30 PM for all functions of the above organizations.
3. Twenty-four (24) hour notice must be given for all cancelations. If notice is not given, a $15.00 fee will be charged.
4. A $15.00 fee will be charged to any organization that does not clean up the Town Hall to the condition found.

All Group Activities (50 people or less):

Family reunions, birthday parties, school parties, graduation parties,

Union meetings, church groups, educational meetings, etc:

Principal party or organization based on living in Suffield Township. $100 fee

Principal party or organization based on living outside of Suffield Twp. $300 fee

Six hour rental option on Sundays only for persons who’s primary

principal lives in Suffield Township. $50 fee

All group activities with 51 or more people an additional $50 will be added to the

above fees.

All individuals renting the Town Hall or other facilities must sign a “Liability Agreement for Use of the Town Hall Form”. All organizations using the Town Hall or other facilities for free must also sign the “Liability Agreement for Use of the Town Hall Form”. The Liability Agreement state all the rules and regulations set by the Suffield Township Board of Trustees for use of the Town Hall or other facilities.

Note:

1. There shall be no rental of tables or chairs for uses outside of the Town Hall or other facilities.
2. Commercial use of the Town Hall or other facilities shall not be permitted.
3. The rental fee for any activity not listed shall be set by the Suffield Township Board of Trustees when needed.

02-28-2017