Gathering Place

The Miami Township Civic Center is dedicated to providing our community with a quality facility for gatherings, meetings and programs that are recreational, as well as, educational for our residents. Programs are varied, offering numerous options for children and senior citizens. Families are a key ingredient of the Miami Township Civic Center's success.

Complimenting our programs is the exceptional facility housing technologically equipped meeting rooms and two full-size multi-purpose rooms. The 39,000 square foot building also houses the Administration, Zoning and Recreation Department offices of the Miami Township staff.

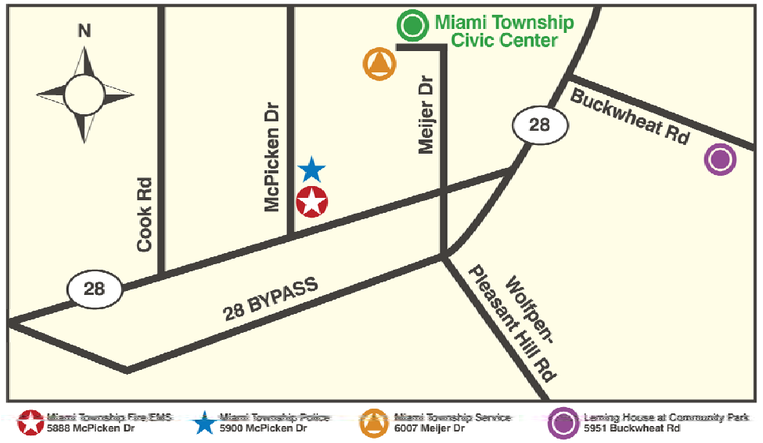
Reserve Your Room Today!

Visit Register.MiamiTwpOH.gov or call (513) 248-3727

LARGE CATERING GALLEY with Easy Access

MIAMI TOWNSHIP CIVIC CENTER

6101 Meijer Drive • Miami Township OH 45150 • (513) 248-3727



CIVIC CENTER ROOM RENTALS

Miami • Mulberry • Clermont • O'Bannon • Conference Rooms

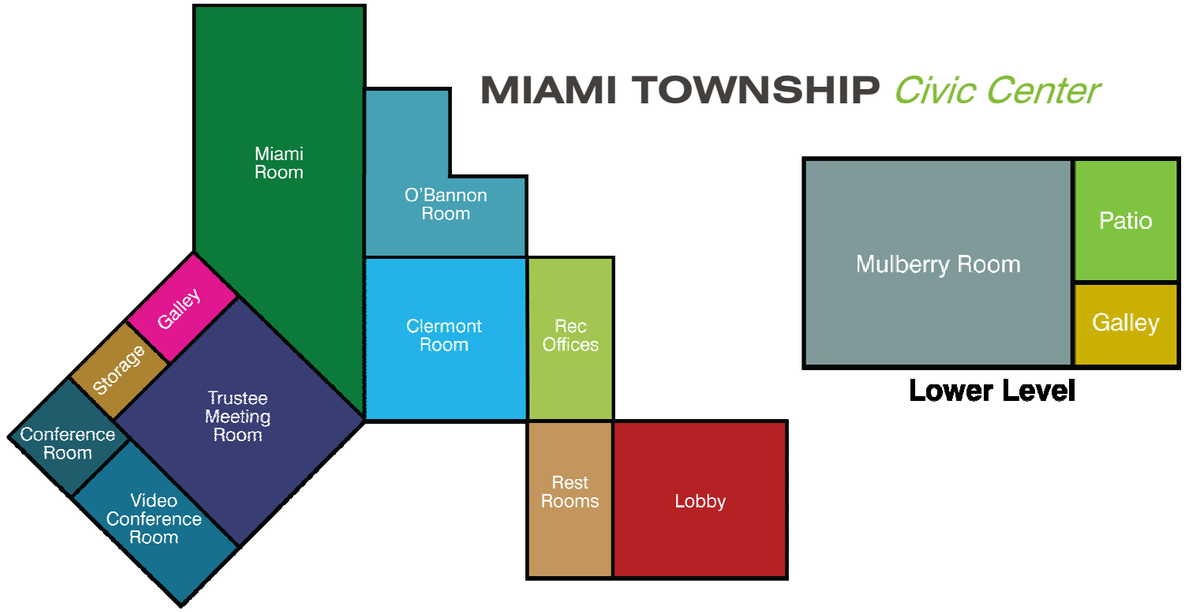
Space & Amenities

Our Meeting, Conference and Multi-Purpose Rooms are great for club meetings, community get-togethers, meetings, and private parties! These multi-purpose rooms offer plenty of seating, open space, and natural lighting. Plus, our conference rooms offer full-size video projection screens for spectacular presentations and organizational get-togethers!

Miami Township
Clermont County OHIO

Miami Township Recreation
(513) 248-3727
Register.MiamiTwpOH.gov

MIAMI TOWNSHIP *Civic Center*



Room	Occupancy Max	Monday - Thursday	Friday-Sunday, Holidays
Clermont Room	25	$100	$100 Friday Only
Conference Room	16	$50	$50 Friday Only
Miami Room	150	$400	$550*
Mulberry Room	60	$150	$300*
O'Bannon Room	25	$50	$50 Friday Only
Trustee Meeting Room	60	$50	$50 Friday Only
Video Conference Room	25	$50	$50 Friday Only
			Saturday & Sunday 10:00 am – 4:00 pm ONLY
Mulberry Room	60		$150

**Fees are based on a 10-hour rental period. A $15 per hour fee applies when over the 10-hour rental period and these fees double on the following Holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.*

Reservations:

A room at the Miami Township Civic Center may be reserved up to three (3) months in advance with the exception of the Miami Room and the Mulberry Room which can be reserved up to one (1) year in advance on weekends only based on availability as determined and approved by the Recreation Director.

An individual/organization may rent a room at the Miami Township Civic Center no more than five (5) times per month.

Reservations for the Civic Center can be made online, in person or by mail. Payment accepted is credit card, check or money order (Made payable to Miami Township) or exact cash. Payments and reservations can be made in the Recreation Department located at:

Miami Township Civic Center
6101 Meijer Drive
Milford, Ohio 45150
513-248-3727
Monday – Friday, 8:00 am - 4:30 pm

Rental Policies

General Rules and Regulations:

• You must be 21 or older to rent a facility • One adult chaperone (over 21 years of age) must be provided for every 25 minors (under age 18) in attendance • Gambling is not permitted • Alcoholic beverages are permitted at the Miami Township Civic Center only by signing/agreeing to the terms of the Alcohol Use Permit • Smoking is not permitted in the Miami Township Civic Center • All groups or individuals renting the Miami Township Civic Center shall be responsible for the facility being clean and in an orderly state after scheduled use. Should the facilities be left in such a condition to require additional cleanup or maintenance, any additional expenses will be invoiced to the responsible party • All functions conducted at the Miami Township Civic Center must be in accordance with township standards and, therefore, not be in violation of any township regulations or resolutions as set forth in the rules providing for the issuance of permits for use of the facilities • For functions at the Miami Township Civic Center, a Miami Township employee must be on duty during the entire activity. Commercial use of the facility is prohibited (No sale of any goods or services.)

Non-Profit Organizations

Legally chartered 501c3 non-profit groups who primarily serve Miami Township may reserve a room at the Civic Center up to twenty four (24) times per calendar year. The rental fee will be waived twice per month for usage Monday through Thursday. These reservations may not be made more than ninety (90) days in advance. Annual Home Owner Association (HOA) meetings may meet once a year (Monday through Thursday) free of charge based on room availability.

Personal Responsibility

• The Lessee is responsible for leaving the premises in the same condition as it was in before the event • **Lessee will be invoiced for the cost of the following items**: [*Failure to clean facility - Damage to facilities or furnishings - Possession or consumption of alcoholic beverages without proper permit - Failure to return tables and chairs to their original positions - Any other act of negligence - Breach of rules and regulations of rental contract*] • Lessee hereby warrants that he/she will be personally responsible for the cost of repair of any damage as determined by the Township Administrator. Lessee recognizes that Miami Township and its employees are in no way responsible for lost, damaged or stolen items, or for any injuries that may be incurred by persons on the premise. If Lessee fails to reimburse Miami Township for any damage, the township may pursue criminal charges against Lessee • The Civic Center has a set number of tables and chairs. Applicants are responsible for the set-up and tear-down of tables and chairs and returning them to the appropriate closet.

Use of Alcoholic Beverages

• The use of alcoholic beverages is permitted at the Civic Center only by signing/agreeing to the terms of the Alcohol Use Permit. • The sale of alcoholic beverages is prohibited • Alcoholic beverages shall not be furnished to minors under the age of twenty-one (21) • Alcoholic beverages shall not be furnished to intoxicated persons, habitual alcoholics or to whom the Liquor Control Department has prohibited the sale of alcoholic beverages • Furnishing of alcoholic beverages will cease at 12:00 am (Midnight) • Lessee is responsible for ensuring compliance with all Ohio laws pertaining to the use or consumption of alcoholic beverages.

Hours of Operation

All indoor facilities are available for rental between 10:00 am and Midnight.

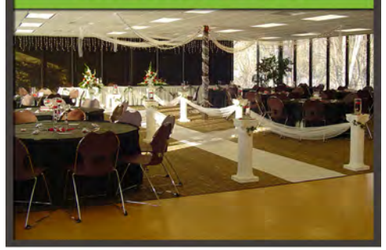
Miscellaneous

• If cancellation of Civic Center is necessary, and the reservation is cancelled prior to 30 days of the reservation date, Lessee will be refunded the rental fee minus 10% of the rental fee. If the reservation is cancelled within 30 days of the reservation date, Lessee will be refunded 50% of the rental fee • Lessee shall maintain a copy of the rental contract receipt with him/her during the rental as evidence of the reservation • **Taping, tacking, or affixing anything to the walls, doors or ceiling of any facility is prohibited** • The use of candles, other than those contained in glass, floating in water, or placed in sand, is prohibited • Renters must only use the facility during their scheduled time according to their contract. **The facility must be left in the condition you found it.** Failure to comply will result in invoicing the responsible party for the cost of clean up or repairs and lost privileges for future rentals • NO FOG OR SMOKE MACHINES OF ANY KIND ARE PERMITTED • Miami Township reserves the right to amend rules and fees at any time without advance notice to the public.

Operational Requirements For Entering/Leaving Facilities

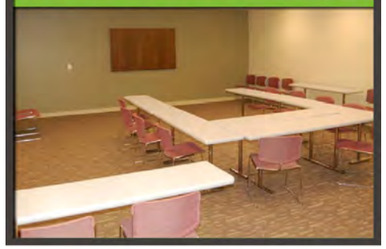
• After Business Hours, rental of the Miami Township Civic Center will include a staff member on duty at all times to ensure proper security measures are in place. There is no need for the Lessee to make any special arrangements to secure the facility after their event.

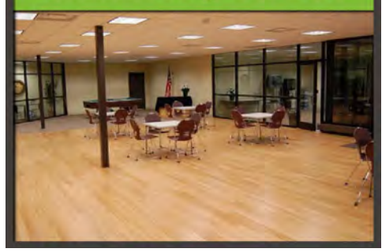
Miami Room



Clermont Room

Conference Room



Trustee Room

Mulberry Room