

Burns Harbor Park Arts/Crafts Bldg.
1200 Lakeland Park Drive
Burns Harbor, IN 46304

Reservation Number: 787-8126
Park Director (cell): 405-4019

Burns Harbor Park Rental Request Form

Rental Date: _____

Type of Activity: _____

Renter: _____

Address: _____

Phone: _____

Memorial Day-Labor Day \$ _____
Arts and Crafts Bldg. \$35.00
(There will be an additional \$5.00 per
vehicle charge with the exception of 2 vehicles)

Labor Day-Memorial Day \$ _____
Arts and Crafts Bldg. \$50.00

Grand Total \$ _____

Security Deposit of \$100.00 required
at time of rental \$ _____

Balance due 14 days prior to rental \$ _____

**Make checks payable to: Burns Harbor Park Department
Send to: 1240 N. Boo Rd, Burns Harbor, IN 46304

SECURITY DEPOSIT: A \$100(Check only) security deposit is required at the time of the rental request is made in order to hold the requested date. The security deposit will be returned within two weeks after the rental date providing all rules and regulations set forth in this form but not limited to, will result in the withholding of the security deposit, and the renter will be billed for the balance if necessary. The determination of withholding will be made by the Park Director, Assistant Park Director or Park Board.

CANCELLATION: If the renter cancels the rental request within forty-five days of the rental date, the renter will be reimbursed \$80.00 of the initial security deposit. The entire amount of the Security Deposit will be forfeited if cancellation occurs less than 45 days prior to rental date. **No exceptions will be made, even if a new renter is identified.**

Rules and Regulations

1. **RENTER RESPONSIBILITY:** The undersigned renter must be at least 21 years of age and shall be legally responsible for compliance with all articles of this rental request, and any damages which may occur to the arts and crafts building or property as a result of the usage covered by this rental request form. The undersigned renter shall be present at all times during the reservation period. **No reservations will be taken on behalf of a second party.**
2. **HOURS:** Rental of the arts and crafts building is from 9 A.M. to 9 P.M. must be vacated by this time.
3. **KEYS:** The renter is responsible for picking up the keys to the arts and crafts building. You must call the Park director at least 48 hours in advance to make these arrangements.
4. **DECORATIONS:** The renter is responsible for informing decorators of the following guidelines. Room may be decorated with any theme or color with the following restrictions. Confetti and or glitter are not allowed, candles, party torches, luminaries and or lanterns are not allowed. Absolutely no nailing or stapling walls or ceiling. **In addition, the Park Director and Assistant Director reserve the right to request that any decorations that are deemed offensive, present a safety/health risk or are otherwise inconsistent with the use of the Town property be removed.**
5. **SET UP:** The renter is responsible for the assembling and disassembling all tables and chairs. All chairs and tables must be handled carefully and gently. Building must be returned to its original set up. Tables and chairs may not be removed from building.
6. **CLEAN UP:** Renter is responsible for cleaning the building including restrooms. Renter must complete the following clean up 1. Clean off all tables. 2. Sweep/vacuum all floors. 3. Clean up any drink or food spills. 4. Carefully take down decorations. 5. Dispose of all trash in the dumpster provided in the south west parking lot. 6. Clean each bathroom change garbage, flush toilets and rinse sink. 7. Check the grounds around the building and parking lot where guests may have dropped cups, cans, or other debris. 8. Remove all signs to direct guests to building. 9. Leave the building and grounds in the condition the renter found them. 10. Turn off all lights, turn heat down to 55 degrees in cold weather and the air conditions off in warm weather. Lock all doors and return key as instructed.
7. **PARK PROPERTY:** Renter is responsible for any items or property belonging to the Town of Burns Harbor/ Burns Harbor Park Department that are damaged or stolen during the reservation period.
8. **NO ALCOHOL IS PERMITTED!**
9. **DRUGS AND OBSCENITIES:** Absolutely no drugs of any kind are allowed in the building or on the park grounds. Renter is responsible for the overall

behavior of all guests during the reservation period. Any obscenities, lewd, obscene or disruptive behavior will not be tolerated. Any use of drugs or obscenities may result in the person(s) and or entire function being asked to leave the premises.

10. **NO SMOKING IN OR AROUND BUILDING!!**

11. **DELIVERIES:** All deliveries must be made during the reservation period at the building. The Burns Harbor Park Department and its employees are not responsible for any items delivered before scheduled time or left behind after the function.

12. **TICKETS:** No ticket selling, admission charges or donations may be solicited without prior approval of the park board.

13. **ANIMALS:** Absolutely no animals or pets of any kind are allowed in or around the building without prior approval of the Park Board.

14. **SOUND AMPLIFICATION AND MUSIC:** Music including amplified sound will be permitted providing the sound from such activity does not exceed 65 decibels within 100 feet of the building.

15. **ALL RULES AND REGULATIONS FOR BURNS HARBOR PARK MUST BE FOLLOWED.**

Rental Agreement

The undersigned, herein named RENTER, acknowledges that neither the Town of Burns Harbor nor Burns Harbor Park Department is responsible for loss, damages, nor injury, which occurs to any person or thing as a result of the usage, covered in this Rental Request Form.

Any damages to furniture, fixtures, walls, floors, ceilings, doors, mirrors, tabletops or other property shall be the sole responsibility of the RENTER.

Renter shall be responsible for all actions and inaction's of its guests, agents, caterers or any third party present at the Burns Harbor Park building. By executing this agreement, Renters agree to unconditionally indemnify and hold harmless The Town of Burns Harbor, Burns Harbor Park Department and any of its directors, employees, principles and agents from any liability incurred and/or claims made by any acts directly or indirectly, or Renter, its guests, agents, caterer or other third parties, related, in anyway to the rental of the building.

I hereby agree to comply strictly with an be legally responsible for all the Rules and Regulations of the Burns Harbor Park Board included in this agreement.

Print Full Name: _____

Sign Full Name: _____

Date: _____

If you have any questions direct them to the Park Director at 787-8126 or 405-4019.

**2008 SHELTER RENTAL
BURNS HARBOR PARK DEPARTMENT
1200 LAKELAND PARK DRIVE
BURNS HARBOR, IN 46304
219-787-8126**

FACILITY REQUESTED: _____ **DATE OF USE:** _____

TIME OF USE FROM: _____ **TO:** _____

NUMBER OF PARTICIPANTS: _____

AMOUNT OF RENTAL FEE: _____

ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE NUMBER: _____

THE UNDERSIGNED AGREES THAT:

ALL AREAS USED SHALL BE CLEANED TO THE SATISFACTION OF THE PARK DIRECTOR OR HIS/HER DESIGNATED REPRESENTATIVE. THE GROUP OR PERSON RENTING THE SHELTER WILL PAY FOR ANY DAMAGE DONE TO THE PARK EQUIPMENT OR FACILITIES. FAILURE TO RETURN THE AREA IN A CLEAN AND ORDERLY CONDITION WILL RESULT IN THE LOSS OF THE TOTAL DEPOSIT. IF YOU NEED TO CANCEL, IT MUST BE DONE 2 WEEKS PRIOR TO THE RENTAL DATE TO RECEIVE A FULL REFUND. Daily rentals allowed upon their availability.

SHELTER RENTAL FEES	RENTAL FEE	CLEAN-UP/DEPOSIT FEE
	\$30.00	\$20.00
GAZEBO RENTAL FEES	RENTAL FEE	CLEAN-UP/DEPOSIT FEE
	\$50.00	\$20.00

\$10 additional fee for electric.

All vehicles entering the park will be charged a \$5.00 parking fee except for the person renting the shelter (limit of 2 vehicles).

PLEASE PLACE ALL GARBAGE IN DUMPSTER WHEN FINISHED!

SIGNATURE OF PERSON RESPONSIBLE: _____

DEPOSIT REFUNDABLE _____ **YES** _____ **NO** _____

AUTHORIZED SIGNATURE: _____