

Columbia City Parks & Recreation Pavilion Rental Agreement

Renter Name _____ Renter Phone Number _____
Renter's Address _____ Renter's Birth Date _____
Morsches Park Pavilion Reservation Date _____ Number attending _____
Name of Event or Organization _____
What is the rental for? Reunion Birthday Graduation Shower Other _____

The Pavilion will be occupied from _____ on ___/___/___ to _____ on ___/___/___ . Pavilion opens at 7:00am and needs to be vacated around 10:00 pm park closes at 11:00pm.

The pavilion may be rented no more than 12 months before the rented date.

This pavilion is subject to weather conditions, including flooding throughout the year. The tables and chairs within the facility may need cleaned due to those conditions. Renters are allowed to bring their own chairs and tables if they prefer, or use the tables and chairs provided.

Due to the fact that the pavilion has no serving kitchen, it is expected that all food be prepared prior to your arrival. This facility does not meet county requirements for safe and cleanly food preparations since there is no serving kitchen.

Please read and follow the instructions below to help us ensure that each of the renters a clean pavilion.

Clean up rules and instructions

- 1. Please remove any decorations, tape, etc., that you have attached to the walls, ceilings, tables, and chairs. Please use the tape provided.**
- 2. Wash all tables and chairs, place them in the carrier provided.**
- 3. Sweep the floor at the end of the event. Mop the floor if needed.**
- 4. Empty the trash containers and deposit them in the grey dumpster. Please replace trash can liners after trash is removed.**
- 5. Turn lights off.**
- 6. Please close all doors when you leave and lock doors to bathrooms.**
- 7. NO ALCOHOLIC BEVERAGES on Park premises.**
- 8. Tents over 400 feet not allowed due to State permits.**
- 9. A \$30 refundable deposit will be collected at the time of reservation. If the pavilion is not cleaned appropriately then the \$30 will not be returned.**

Please leave the pavilion in the manner in which you received it

The Parks & Recreation Department reserves the right to charge for clean-up costs associated with your failure to abide by the above stated rules and instructions.

Please notify the Parks Department (260-248-5180) if you wish to cancel or reschedule your pavilion reservation. Less than 1 month notice no refund will be given upon cancellation.

I have read and will follow the above instructions and agree not to hold the Columbia City Parks & Recreation Department responsible for any damages or injuries to persons or property. I or the organization, which I represent, will take full responsibility for any damages or injuries to persons or property and lost or stolen items that occur during the use of the park pavilion and/or surrounding outdoor facilities.

Signature of person responsible _____ Today's Date _____

Cost is \$149.50 with tax \$160.00 / Not for profit \$74.75 with tax \$80.00

Pavilion is available for rental Monday-Friday for 6 hour rentals cost is \$74.75 with tax \$80.00

/Not for profit with tax \$40.00

Please make checks payable to: City of Columbia City

112 S. Chauncey St, Columbia City, IN 46725

Phone: 260-248-5180 Fax 260-248-5183

Office hours Monday-Friday 8:00am-4:30pm

Please make checks payable to the "City of Columbia City"

If assistance is needed day of rental and it's after park hours contact dispatch 260-248-5123.

OFFICE USE ONLY:

Rental Paid: \$ _____ Date Paid: _____

Deposit Paid:\$ _____ Date Paid : _____

Inspection by: _____ Date: _____

Additional Charges: _____

Date Deposit Returned _____