

2024 Columbia City Parks & Recreation Pavilion Rental Agreement

Renter Name _____ Renter Phone Number _____

Renter's Address _____

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 brown dumpster next to the shuffleboard courts. Please replace trash can liners after trash is removed.**
- 5. Turn lights off in storage area and event area.**
- 6. Please close all doors when you leave.**
- 7. NO ALCOHOLIC BEVERAGES on Park premises.**
- 8. 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 \$200.00 All Day / Not for profit \$100.00

Pavilion is available for rental Monday-Friday for 4-hour rentals cost is \$100.00/Not for profit \$50.00

Please make checks payable to: City of Columbia City

112 N. Chauncey St, Columbia City, IN 46725

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

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

OFFICE USE ONLY:

Rental Paid: \$ _____ Date Paid: _____

Deposit Paid: \$ _____ Date Paid : _____

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

Inspection by: _____ Date: _____

Additional Charges: _____

Date Deposit Returned _____