



## HUNTERTOWN FAMILY PARK Pavilion Rental Guideline

(Pavilion rental is conditional upon the following Park Guidelines being met)

### HOW TO RENT PAVILION(S)

To request a date/time to rent one or both pavilions.

- Go to [www.huntertownfamilypark.com](http://www.huntertownfamilypark.com), click "Get Involved". Go to form and fill out a request. Submit.

**Please provide your 1) full name, 2) home address, 3) phone number, 4) date and time pavilion(s) is needed.**

Someone will contact you for more detailed information after receiving your request. The Huntertown Family Park Rental Agreement will be mailed to you once your online request is received. *(Please expect to receive within a week).* **Making your request online does NOT confirm the date requested. Confirmation is NOT set until the Huntertown Family Park Rental Agreement is signed by both parties and payment is received.**

### PAVILION(S) RENTAL GUIDELINES

1. RENTAL AGREEMENT is non-refundable. It MUST be signed and received with FULL payment before the reservation is confirmed. **Rental agreement with payment included can be mailed to Huntertown Family Park at P.O. Box 142, Huntertown, IN 46748.**
2. Pavilion(s) rental includes the picnic area (fire pit, picnic tables, benches and charcoal grill) closest to the reserved pavilion(s) area.

*A "RESERVED" sign with date, event times and last name of requestor will be displayed to alert other park attendees not to use the pavilion during the times posted. If assistance is needed contact Dan Holmes @ 260-437-8358.*

3. Pavilion(s) rental is for three (3) hours. Each additional hour is an extra cost (See "Rental Fees" below).
4. Rental time includes set up, tear down and cleanup.
5. Pavilions and surrounding areas MUST be left in the condition in which they were found.
6. Garbage must be placed in the appropriate containers. Any additional garbage that does not fit in the containers must be bagged and placed next to the container.
7. If fire rings are used the fire MUST be put out completely with water before leaving the park.
8. All decorations, balloons, banners and directional posters/signs MUST be removed.
9. NO fireworks.
10. NO damage to the structure or grounds associated with the park. It is unlawful to litter, pollute or deface, move or destroy any park area or property.
11. NO alcohol beverages (including beer) are allowed on the park premises.
12. NO glass products.
13. Pavilion reservations do not guarantee availability of parking. Currently, we have limited parking. Vehicles are not to be driven through the park. Subject to permission only (i.e. special exceptions).
14. Dogs must be on a leash. Owners are responsible for removal of the feces. Doggie bags can be found in the Dog Park area.

### Inclement Weather

NO refunds are refunded for inclement weather. We suggest that you have a backup location.

### RENTAL FEES (Non-refundable)

1. Rental fee of one pavilion \$30.00 for 3 hours.
2. Rental fee for both pavilions is \$50.00 for 3 hours.
3. Additional time is available at \$10.00 per hour.



*Huntertown*  
**FAMILY PARK**  
 A Family Day in the Park Leaves an Everlasting Mark

## HUNTERTOWN FAMILY PARK RENTAL CONTRACT

(Corner of Woods Road and Old Lima Road, Huntertown, IN 46748)

This contract agreement is signed on \_\_\_\_\_ between the Huntertown Family Park Trustee Representative and "Renter" specified below. *(Please check one box only.)*

EAST PAVALION

WEST PAVILION

BOTH PAVILIONS

RENTER'S FULL NAME: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

RENTER'S ADDRESS: \_\_\_\_\_ REASON FOR EVENT: \_\_\_\_\_

RENTER'S CELL/HOME PHONE: \_\_\_\_\_ ESTIMATED ATTENDANCE: \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. EVENT END TIME: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

*\*Call Dan Holmes (260-437-8358) or Steve Fortriede (260-437-8897 to make arrangements for payment and contract signing or email @ [info@huntertownfamilypark.com](mailto:info@huntertownfamilypark.com) to set an appointment. If living out of town, send signed contract to:*

**Friends of Huntertown Parks, Inc.**  
 %Park Pavilion  
 P.O. Box 142  
 Huntertown, IN 46748

**Your requested date is NOT confirmed until this contract is signed by both parties and payment is received.**

### ACKNOWLEDGEMENT

*I (Renter) have read and understand and will abide by the Huntertown Family Parks policies outlined in the Rental Guidelines. I further understand that violation of any of these policies may result in loss of rental privileges.*

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment: \$ \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_