Art & Craft Building Rental Agreement

Burns Harbor Park Department
1200 Lakeland Park Drive
Burns Harbor, IN 46304
(219) 787-8126
parkdirector@burnsharbor-in.gov

Day/Date of Use: _____

Time of Use. From:_____To:_____

Number of Participants: _____

Rental Fees (Please check one):

☐ Memorial Day – Labor Day $35.00 ☐ Labor Day – Memorial Day $50.00

Deposit. $100 due when agreement is submitted.

Contact Person: _____

Street Address: _____

City, State, Zip _____

Phone Number: _____

Email: _____

The undersigned agrees that:

- All areas used shall be cleaned to the satisfaction of the Park Director and her/his designated representative
- The group or person renting the shelter will pay for any damage done to the park equipment or facilities.
- If you need to cancel, it must be done two (2) weeks prior to the rental date to receive a full refund. Daily rentals allowed upon their availability.
- All vehicles enter the park will be charged a $5.00 parking fee except the person renting the shelter (limit of 2 vehicles.)
- Failure to return the area in a clean and orderly condition will result in the loss of the total deposit.

I have read and understand and printed the Rental Rules and Checklist.

Signature of Person Responsible: _____

For Office Use Only Form of Payment:

Deposit paid on ____/____/____ ☐ Cash ☐ Check #_____ ☐ Money Order ☐ Credit Card

Park Receipt # _____ Town Receipt # _____

Deposit $ _____Rental $_____ Sales Tax $ _____

Building Inspected by: _____ Deposit Refundable ☐ Yes ☐ No ☐ Partial $_____

Reason for Partial or No Refund:_____

Date Deposit Returned: ____/____/____ Check # _____by _____

BURNS HARBOR PARK
RENTAL RULES AND CHECK LIST

BUILDING RULES:

- No staples or thumb tacks are to be used. NO SCOTCH TAPE on walls or ceiling.
- No RED Beverages allowed in building.
- All tables and chairs must be returned to their proper locations.
- All decorations and garbage must be removed when leaving.
- Close and lock the windows and lock the building securely whenever leaving the building.
- Lessee will be responsible for any damages and missing articles and will be charged accordingly.
- PLEASE remember the Lessee shall be liable and responsible for all janitorial, maintenance, and cleaning personnel necessary to restore the same to an equal or better condition than prior thereto immediately following such activity.
- Lessee also agrees to so conduct its activities upon the premises so as not to endanger any person.
- Lessee also shall comply with all laws of the United States, of the State of Indiana, and to all ordinances, rules and regulations of the Town, and Lessee will not do nor suffer to be done anything on said premises in violation of any such laws, ordinances, rules and regulations.
- NO ALCOHOL OR ILLEGAL DRUGS of any kind allowed on park property.
- NO SMOKING allowed inside the building or within 8 feet of the building.

BUILDING RENTAL CHECKLIST

COMPLETE THE FOLLOWING CHECKLIST, SIGN AND RETURN ALONG WITH THE KEY(S)

☐ Removed all the garbage/trash from the building and placed in dumpster in southwest parking lot.
☐ Turned down the thermostat. (During the winter to 55 degrees, Summer 77).
☐ Cleaned both bathrooms.
☐ Closed and locked all windows.
☐ Removed all YOUR items from the refrigerator/freezer.
☐ Wiped off sinks and any tables that were used.
☐ Stacked all chairs in the chair carts properly and returned the carts as you found them
☐ Mopped all floors and cleaned up any spills.
☐ Removed ALL the scotch tape that you have applied to the tables.
☐ Folding tables have been taken down and stacked properly.
☐ White tables been put back in their original location.
☐ No items left outside the front or back door.
☐ Turned OFF all the lights and LOCKED all the doors.

Signature of Person Responsible: _____