

Millennium Gazebo  
Hawthorne Park  
Porter, Indiana 46304

Park Info & Reservation Number: (219) 983-1042

**MILLENNIUM GAZEBO RENTAL AGREEMENT**

Date gazebo will be used	
Name of family or sponsoring organization	
Name of contact person	
Contact address	
Contact city/state/zip	
Contact phone	
Type of activity	
Estimated time of event (2 hour block)	

**PRICING:**

\$50.00 – Damage Deposit (refundable)	_____
\$125.00 – Rental Fee (subject to sales tax)	_____
\$8.75 – 7% Indiana Sales Tax	_____
Grand Total due at time of reservation:	_____

**HOURS:** The Gazebo may be rented for Ceremonies and other approved activities between the hours of 10:00 am. and dusk. The Gazebo is rented for two hour increments. Within your rental time you need to plan for set-up, ceremony or function, and clean up.

**DAMAGE DEPOSIT:** A \$50.00 damage deposit is required at the time of the rental request along with the rental fee in order to hold the date and time. The deposit will be returned by mail within two weeks after the rental date providing all the criteria in this form is met.

**CANCELLATION:** If cancellation occurs at a minimum of thirty (30) days prior to the rental date, the renter is entitled to receive \$30.00 of the security deposit back, and the full rental fee. The full security deposit and rental fee are forfeited if cancellation occurs with thirty (30) days of the scheduled rental.

**WEATHER:** There is no refund due to inclement weather on the day of your Gazebo rental.

**DECORATIONS:** The Gazebo may be decorated within the following guidelines. Do not affix any nails, tacks, staples or tape to the Gazebo. Only string or fine wire can be used. Nothing can be attached to the peaked ceiling inside or the roof outside.

**FOOD:** No food, soft drinks, or alcoholic beverages are allowed inside the Gazebo.

**FIRE:** There are no smoking materials (cigarettes, cigars, pipes) allowed inside the Gazebo. No fire or candles are allowed in and around the Gazebo or walkway.

**CLEAN UP:** All decorations, papers, and pamphlets must be removed from in and around the Gazebo before leaving the area. A trash receptacle will be placed near-by.

**PARK PROPERTY:** The renter is responsible for the Gazebo and surrounding area during the designated rental time. If there is any damage to the Gazebo the damage deposit will be forfeit and the renter will be billed for the balance of repair costs, if necessary.

**PARKING:** Parking for Gazebo renters is in the east gravel parking lot. **Parking or driving on the grass is prohibited.**

**ACCESSORIES:** The following accessories are not permitted on the Town of Porter Park Property without special permission from the Town Council: Moonwalks, Trampolines, Tents, and/or Canopies of any kind.

**PETS:** No pets or animals of any kind are allowed in and around the Gazebo. Service animals are allowed.

**If you have any questions please contact the Park Director at (219) 983-1042.**

The undersigned, herein named RENTER, acknowledges that neither the Town of Porter is responsible for loss, damages, or injury, which occurs to any person or thing as a result of the usage covered in this Rental Agreement.

Any damage to furniture, fixtures, walls, floors, ceilings or other property shall be the sole-responsibility of the Renter.

**Assumption of Risk (Indemnification):** Renter shall be responsible for all actions and inactions of its guests, agents, caterers or any third-party present at the Gazebo. By executing this Agreement, Renters agree to unconditionally indemnify and hold harmless The Town of Porter, Porter Park Department and any of its directors, employees, principals and agents from any liability incurred and/or claims made by any acts, directly or indirectly, of Renter, its guests, agents, caterer or other third-parties, related, in any way to the rental of the Gazebo.

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

PRINT FULL NAME: \_\_\_\_\_

SIGN FULL NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

This contract is not valid until signed by the Porter Park Director or other Park Department Representative and the total amount due has been paid.

\_\_\_\_\_ DATE: \_\_\_\_\_