

East Shelter  
Hawthorne Park  
Porter, In. 46304

Porter Cove Shelter  
Porter Cove Park  
Porter, In. 46304

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

**TOWN OF PORTER PARK SHELTER RENTAL AGREEMENT**

Shelter being rented	
Date shelter 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	
Indicate special equipment (grills, nets, etc.)	

Shelter Rental fee: \$100.00

Refundable Damage Deposit: \$50.00

7% State of Indiana Sales Tax for Rental Fees: \$7.00

Grand Total due at the time of rental request: \$157.00

Please make checks payable to the Town of Porter

Amount collected at time of rental request: \_\_\_\_\_

**CAPACITY:** Each of the Porter Park Department's Shelters has a maximum capacity of sixty (60) people.

**WATER:** The water fountains in Hawthorne Park are your only water source. Porter Cove Shelter has no water source.

**ELECTRICITY:** Electricity is provided in all the shelters.

**RESTROOMS:** Shelter renters must use portable toilets located on the grounds. Portable toilets are scheduled to be in the parks from April to October each year. The Community Center restrooms are for Community Center renters only.

**CLOSING TIME:** All Shelters, Ball Diamonds, and the Volleyball Court close at dusk.

**PARKING:** Please use the parking lots. Do not park your vehicles on the grass.

**ANIMALS:** There are no animals allowed in and around the shelters. Service animals are exempt.

**ALCOHOL RESTRICTIONS:** It is illegal for anyone under the age of 21 to consume any alcoholic beverages. It is illegal to carry, possess, or drink any alcoholic beverages in any part of the Town of Porter Parks except in the Community Center at Hawthorne Park during a contracted and permitted event.

**ACCESSORIES:** The following accessories are not permitted on the Town of Porter Park Property: Moonwalks, Trampolines, Tents, and /or Canopies of any kind.

**PIG ROAST:** No pig roasting or similar type of cooking is allowed on park property.

**GRILLS:** None of our shelters have a grill. You may bring a grill to any shelter to use with safety in mind.

**FIRE SAFETY:** Fires are not allowed at the shelters except to start your charcoal grill.

**DAMAGE:** Renter will pay for all damages that occur during rental. The Park Department, at the department's discretion, will bill renter for all damages which exceed the amount of the security deposit. Renter is responsible for notifying the Park Department of any existing damage in writing prior to the function. If no notice is given, the renter agrees that the shelter was not damaged prior to the function.

**CANCELLATION:** Cancellation notice must be made one month prior to receive a partial refund. There is a \$5.00 charge to cancel one month prior. Cancellations less than thirty (30) days prior to the scheduled rental will receive only their deposit back.

**If you have any questions please direct them to the Park Director at (219) 983-1042**

The undersigned, herein named RENTER, acknowledges that 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 Shelter. 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 Shelter.

I hereby agree to comply strictly with and be legally responsible for all the foregoing Rules and Regulations 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 have been paid.

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