



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

HUNTERTOWN FAMILY PARK Pavilion Guidelines

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

HOW TO RENT PAVILION(S)

There are three ways to contact the Huntertown Family Park to request pavilion(s) rental. You may:

1. Call 260-437-8358 (Dan Holmes, President of Friends of Huntertown Parks, Inc.)
2. Email info@huntertownfamilypark.com and provide the information above. You will be contacted.
3. Go to www.huntertownfamilypark.com, click "RENTALS & PLANS". Go to "Contact Us" click and fill out form.

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. **Making your request online does NOT confirm the date requested. Confirmation is NOT set until the Huntertown Family Park Rental Contract signed by you and rental payment is received** (at least 2 weeks BEFORE your event.)

PAVILION(S) RENTAL GUIDELINES

1. 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, time and last name 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 should 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). Please let Rental Coordinator know of special needs for parking.
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 planned.

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.
4. Rental for concession stand at \$20.00 per rental. (Only with pavilion rental)



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 rental 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 (Concession w/pavilion)
At Additional Cost

RENTER'S FULL NAME: _____ EVENT DATE: _____

RENTER'S ADDRESS: _____ REASON FOR EVENT: _____

RENTER'S CONTACT PHONE: _____ ESTIMATED ATTENDANCE #: _____

EVENT START TIME: _____ a.m. _____ p.m. EVENT END TIME: _____ a.m. _____ p.m.

Your requested date is NOT confirmed until this contract is signed by rental party and payment is received by the Huntertown Family Park at least 2 weeks before the event.

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

Send Payment and Signed Contract to: Friends of Huntertown Parks, Inc.
 % Pavilion Rental
 P.O. Box 142
 Huntertown, IN 46748

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:** _____