



*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 two ways to contact the Huntertown Family Park to request pavilion rental. You may:

1. Call 260-437-8358 (Dan Holmes, President of Friends of Huntertown Parks, Inc.)
2. Go to our website at [www.huntertownfamilypark.com](http://www.huntertownfamilypark.com).
3. You may go to Park Rental Calendar on website to see if your date/time is available.

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 is signed by you and rental payment is received** within 7 days of reservation inquiry.

### PAVILION(S) RENTAL GUIDELINES

1. Contract MUST be signed and received with FULL payment before the reservation is confirmed. **Rental Contract with payment included can be mailed to Huntertown Family Park at P.O. Box 142, Huntertown, IN 46748.**
2. 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 rental is for three (3) hours. Each additional hour is an extra cost of \$10 per hour. (See "Rental Fees").
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 or taken to the park dumpster by the park parking lot.
7. If fire rings are used the fire MUST be put out completely with water before leaving the park. **BE SAFE!**
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 only by permission (i.e. *special exceptions*). Please let the Rental Coordinator know of your special needs for parking.

Dogs must be on a leash at all times. Owners are responsible for removal of the feces. Doggie bags can be found in the Dog Park area, if needed.

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

### RENTAL FEES (Non-refundable)

1. Rental fee for both pavilions is \$75.00 for 3 hours. (*Concession stand and bathroom facilities are included*)
2. Additional time is available at \$10.00 per hour.



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## HUNTERTOWN FAMILY PARK RENTAL CONTRACT

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

This rental contract agreement is signed on \_\_\_\_\_ "Renter" named below.

BOTH PAVILIONS & Restroom Facilities/Concession Building

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.

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

**Send Payment and Signed Contract to:** Friends of Huntertown Parks, Inc.

% Dan Holmes

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:** \_\_\_\_\_ **Payment: \$** \_\_\_\_\_

*Park Representative*