



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

## HUNTERTOWN FAMILY PARK 2024 RENTAL 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 260-437-1250 to reach the Rental Agent that can assist you.  
Go to our website at [www.huntertownfamilypark.com](http://www.huntertownfamilypark.com) to the Park Rental Calendar.  
**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.
2. **Making your request online does NOT confirm the date requested.**  
**Contract MUST be signed and received with FULL payment within 14 days of the date you received the contract.**  
Signed Rental Contract with payment included can be mailed to Huntertown Family Park at P.O. Box 142, Huntertown, IN 46748. Payment is due within 14 days.

### PAVILION(S) RENTAL GUIDELINES

1. Pavilion rental is for three (3) hours (\$100). Each additional hour is an extra cost of \$20 per hour. (See "Rental Fees").
2. **Rental time includes SET UP, TEAR DOWN and CLEANUP. Renter MUST be out of the facility at the end time of rental agreement.**
3. Pavilions and surrounding areas **MUST** be left in the condition in which they were found.
4. **REMOVAL OF TRASH IS THE RESPONSIBILITY OF THE RENTER.**
5. If fire rings are used the fire **MUST** be put out completely with water before leaving the park. **BE SAFE!**
6. All decorations, balloons, banners and directional posters/signs **MUST** be removed BEFORE leaving. Please do not leave anything behind in the Concession Building. Please NO Confetti. All food and drinks **MUST** be removed from the park refrigerator.
7. NO fireworks.
8. NO damage to any structure or grounds associated with the park. It is unlawful to litter, pollute or deface, move or destroy any park area or property.
9. NO alcohol beverages (including beer) are allowed on the park premises.
10. NO glass products.
11. Pavilion reservations do not guarantee availability of parking. Currently, we have limited parking. Vehicles are allowed to be driven and parked by the pavilion, if weather permits or if special permission is given. Please let the Rental Coordinator know of your special needs for parking.
12. 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.
13. Emergency information is posted inside the Concession Building.

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.

**NO refunds are given for inclement weather. We suggest that you have a backup location planned.**  
**Huntertown Family Park is NOT RESPONSIBLE for accidents, lost or stolen items.**

### RENTAL FEES (Non-refundable)

1. Rental fee for both pavilions is \$100.00 for 3 hours. (*Concession stand and bathroom facilities are included*)
2. Additional time is available at \$20.00 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 by "Renter" named below on \_\_\_\_\_  
Date

The Pavilions & Restroom Facilities and Concession Building will be available for your use.

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.

**Plan plenty of time for your event! Rental time includes the SET UP, TEAR DOWN and CLEANUP time. Doors will not be unlocked until the event start time and will be locked at the event end time.**

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 future rental privileges.*

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Payment: \$ \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Payment: \$ \_\_\_\_\_

*Park Representative*

Thank you for your support of the Huntertown Family Park.