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

HUNTERTOWN FAMILY PARK 2026 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 260-999-8073 to reach the Rental Coordinator that can assist you.
   - Go to our website at www.huntertownfamilypark.com to fill out the Rental Request Form.
   - The Rental Coordinator will be in contact with you within 48 hours.

2. **Making your request online does NOT confirm the date requested. A contract MUST be signed and received with FULL payment within 14 days of the date you received the contract.** An invoice will be emailed to you and you can either 1) pay online or 2) pay by check and mail to P.O. Box 332, Huntertown, IN 46748 along with a printout of the signed contract.

PAVILION(S) RENTAL GUIDELINES

1. Pavilion rental is for three (3) hours ($100). Each additional hour is an extra cost of $30 per hour. (See "Rental Fees").
2. **Rental time includes your SET UP, TEAR DOWN and CLEANUP time. 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. ***A $50 cleaning fee may be applied should pavilions and restrooms be left in poor condition.***
4. **Please take the trash bags to the dumpster (by the park entrance.)**
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 NO confetti. All food and drinks **MUST** be removed from the park concession 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. Currently, we have limited parking. Vehicles are allowed to be driven and parked by the pavilions, if weather permits or if special permission is given from the Rental Coordinator. Please let the Rental Coordinator know of your special needs for parking before the day of your event.
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.
14. There is a 'Game' cabinet in the concession building which renter's may use. (Balls for Ga-Ga pit and sand volleyball)

A "RESERVED" sign with date, time and your last name will be displayed to alert other park attendees not to use the pavilion during the times posted.

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.
First-aid kit is located in the wall cabinet next to the entrance door, if needed.

RENTAL FEES ***(Non-refundable)***

Revised: *April 5, 2025*

fe, 2023

1. Rental fee for both pavilions is $100 for 3 hours. Rental fees are nonrefundable unless emergency situations arise. Pending rental availability, rescheduling may be an option. *(Includes concession stand and bathroom facilities).*
2. Each additional hour is available at $30.00 per hour.

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HUNTERTOWN FAMILY PARK RENTAL CONTRACT

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

Rental contract agreement date is signed on this date by "Renter" named below _____.
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 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.

Payment can be made online or by check.

Your requested date is NOT confirmed until this contract is signed by both parties and payment is received.
Please send to:

Huntertown Parks, Inc.
P.O. Box 332
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 or additional payment, if deemed necessary.

Renter's Signature: _____Date: _____Payment: $ _____

Received By: _____ Date: _____ Payment: $ _____

Park Representative

Thank you for your support of the Huntertown Family Park.

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