



LIONS CLUB PARK PAVILION RENTAL APPLICATION



Date of Application: _____ Date of Rental: _____

Applicant: _____

Address: _____

Phone: (_____) _____ Activity: _____

Fee: \$50.00 Rentals are not official until fee has been paid in full

Key for Restrooms must be picked up before 4:00 p.m. on _____

A minimum extra cleaning/damage fee of \$30.00 will be charged if the area is not left in the same condition as you found it. Actual hourly charges and damage to buildings or grounds will be calculated if labor and damage exceeds \$30.00.

If the key is lost, the applicant will be billed for the actual cost of the new keys and re-coring the locks.

The Town of Shipshewana shall not be liable for any personal injury to the client or any of the client's employees, agents, business invites, customers or guests arising out of the use and condition of the facility. The applicant shall exercise its privileges under and pursuant to this Agreement and its own risk, and, irrespective of any negligence of the Town, the applicant shall indemnify and hold the Town, Town Employees and Town Agents harmless from and against any and all liability for damages, costs, losses and expenses, including reasonable attorney fees resulting from or arising out of, or in any way connected with, the occupation or use of the facilities, including but not limited to the applicant's employees, agents, business invites, customers, or the failure on the part of the Client to perform fully any and all the Client's promises contained in the Agreement.

Applicant's signature: _____ **Date:** _____

For office use only:

Deposit of \$25 paid on _____ check # _____ cash _____ CC _____ Rct# _____

Payment in Full Paid on _____ check # _____ cash _____ CC _____ Rct# _____

See Reverse Side for Rules for Rental

RULES FOR USING THE LIONS CLUB PARK PAVILION

- 1. Reservations for the Lions Club park Pavilion can be made by contacting the Clerk-Treasurer's office at (260) 768-4743. The fee for using the pavilion is \$50.00. A deposit of \$25.00 to reserve the pavilion must be received before it is considered rented. Confirmation of reservations and final payment must be made six (6) weeks in advance of using the pavilion. Cancellation of reservations must be made six (6) weeks in advance of using the pavilion in order to be eligible for deposit refund.**
- 2. When renting the pavilion on a weekend, the key is to be picked up by 4:00 p.m. on Friday. When the pavilion is rented on a holiday, the key must be picked up prior to the holiday.**
- 3. Please leave the premises in the same condition that you found them. Place all garbage in the containers provided. Please report any breakage or items not working properly to the Clerk-Treasurer's office.**
- 4. Should you need to contact someone regarding pavilion maintenance, for example breakers blown or a water leak, please call (260) 336-4743.**
- 5. When leaving, check that all restroom doors are latched properly and locked.**
- 6. Please place the key in the drop box located in the lobby entrance to the Town Hall immediately after vacating and locking the restrooms at the pavilion.**
- 7. NO SMOKING OR ALCOHOLIC BEVERAGES ALLOWED IN PAVILION OR ON THE GROUNDS!**

THANK YOU!

Shipshewana Park Board

**345 N. Morton Street, P.O. Box 486
Shipshewana, IN 46565**