

**WOLFE COMMUNITY BUILDING**  
**RENTAL APPLICATION FORM**

Date of Application \_\_\_\_\_ Date of Rental \_\_\_\_\_

Name of Licensee \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Licensee's Address: \_\_\_\_\_ Total Due for Rental \$125 Non-Business \$200 Business

\_\_\_\_\_ Deposit Amount \$25.00 (to be applied to total rental)

Rental rates are subject to change January 1st unless full payment due has been received.

**Type of Activity:**

- Family Reunion    Holiday Family Gathering    Birthday/Shower    Graduation Open House  
 Church Function    Holiday Work Party    Work Seminar    Business Meeting    Non-profit Social Group  
 Other (explain) \_\_\_\_\_

Building Key must be picked up before 4:00 p.m. at Town Hall Office on \_\_\_\_\_

Wolfe Building access hours: 7:00 a.m. to 9:00 p.m.

In addition to the Wolfe Building, will you be using the Park Gazebo?    YES    NO

**Additional Charges (if applicable):**

1. I would like to set up the day before at an additional charge of \$50.00 (only if building is available)    YES    NO
2. A minimum charge of \$30.00 for extra cleaning and/or damage will be charged if the building is not left in the same condition as the licensee found it. Actual hourly charges for cleaning and damages for/to the building and/or grounds will be calculated if labor and damage exceeds \$30.00
3. If the key is lost, the licensee will be billed for the actual cost of the new keys and re-coring of the locks

**Licensee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Indemnify and Hold Harmless the Town of Shipshewana in a Client's Use of the Wolfe Building**

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 Client shall exercise its privileges under and pursuant to this Agreement at its own risk. Irrespective of any negligence of the Town, the client shall indemnify and hold the Town 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 facility, including but not limited to Client's or third party's provision of catering and food and beverage service, by the Client'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.

**Licensee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**For Office use only:** Deposit Paid   \$ \_\_\_\_\_ check# \_\_\_\_\_ rct# \_\_\_\_\_ cash/cc \_\_\_\_\_ Date: \_\_\_\_\_

Payment in Full   \$ \_\_\_\_\_ check# \_\_\_\_\_ rct# \_\_\_\_\_ cash/cc \_\_\_\_\_ Date: \_\_\_\_\_



**TOWN OF SHIPSEWANA**  
345 N. Morton Street/P.O. Box 486  
Shipshewana, IN 46565  
Phone: (260) 768-4743 FAX: (260) 768-4608



**SEE REVERSE SIDE FOR BUILDING RULES FOR RENTAL**

## WOLFE COMMUNITY BUILDING RULES FOR RENTAL

1. Reservations for the Wolfe Building can be made by contacting the Clerk-Treasurer's Office at (260) 768-4743. The building will not be considered automatically licensed for the following year. A deposit to reserve the building must be received before it is considered licensed for use. Cancellation of reservation must be made six (6) weeks in advance of building use in order to be eligible for a deposit refund.
2. Building hours: 7:00 am to 9:00 pm  
*Special permission must be obtained to use the building before or after hours at least one (1) week prior to event*
3. When using the building on a weekend, the key is to be picked up on Friday by 4:00 pm  
When using the building on a holiday, the key must be picked up prior to the holiday  
When using the building on a week day evening, the key must be picked up before 4:00 pm
4. Dish towels and dish cloths aren't available. You will need to provide your own. Your cooperation in this procedure is appreciated.
5. Please leave the premises in the same condition that you found them. Any tables or chairs taken from the storeroom should be returned there. All drink spills should be cleaned up immediately with a towel.  
NO RED PUNCH! The tables need to be wiped, chairs on tabletops and carpet swept before leaving. Please DO NOT use sweeper on wet carpet! Sweeper and cleaning supplies are available in the storeroom.  
**Please empty all trash in the dumpster provided at the north end of the building.**
6. Please report any breakage or items not working properly to the Clerk-Treasurer's Office.
7. Should you need to contact someone regarding building maintenance during your rental, please call (260) 336-4743
8. *Do not* leave the building unattended while the doors are unlocked. Never prop outside doors open.
9. When leaving, if the heat is turned on, turn the thermostat to 65 degrees. When the air-conditioning is on, turn the thermostat to 80 degrees. At the final lock of the doors, check to see that they are secured and latched properly.
10. Please place the keys in the drop box located in the lobby entrance to the Town Hall immediately after vacating and locking the property.

***No Smoking or Alcoholic Beverages are allowed in the Building***

***THANK YOU!***  
***Shipshewana Park Board***