

Hermance Park Pavilion Rental Agreement



**200 N. Apollo Street
Bristol, Indiana.
574-848-7007 ext. 4**

- The individual entering into this agreement must be 21 (twenty-one) years of age and be prepared to present a valid driver's license as proof.
- Any questions regarding the rental should be directed to the Town office at 574-848-7007 extension 4.
- After-hours emergency contact 574-214-9070.

Rules and Regulations for Hermance Park Pavilion:

- Upon rental of a building, the renter must sign the rental agreement.
- The building is a government building and must be treated as such; therefore, no smoking in the pavilion or alcoholic beverages are allowed on the premises.
- Decorations are permitted; attach ceiling decorations to metal framework ONLY. No tape is allowed on the walls or tables.
- Since the pavilion is in a residential neighborhood, it is the renter's responsibility to keep the noise level acceptable to not be disruptive to the neighborhood after 10 pm.
- The Police department reserves the right to visit during the rental time to check compliance with this agreement.
- Upon completion of the rental agreement and payment of the rental fee – the building is considered rented for the form's date. Access to the building earlier than the day of the rental may result in additional charges, since the building may be rented to another group.
- The renter must have the facility cleaned and vacated by 11:30 pm. **After 11:30, the doors will lock, and the entry code will no longer work for you to enter.**
- Snow will be shoveled before the end of the workday on Friday. Any additional shoveling will be the responsibility of the renter and at the renter's expense.
- *****There is absolutely no confetti allowed in the parks.*****

Parking:

- All parking should be confined to the parking lot on the park property.
- Any vehicles left overnight will be considered abandoned and will be impounded by the proper authorities.

Payment:

- Rental of the pavilion for Bristol residents is \$125.00 per day plus the \$8.75 sales tax (\$133.75), which the Town is required to pay to the State.
- Rental for Non-Bristol residents is \$175.00 per day plus the \$12.25 sales tax. (\$187.25)
- An additional refundable security deposit of \$200.00 will be charged for all rentals.
- In the event of a cancellation, the fees except for \$50.00 will be refunded.
- The facility is rented on a first-come, first-served basis with payment in full. Our office will need to receive payment within two (2) business days. We cannot hold the building per phone request or partial payment.
- Violation of any of the below guidelines may result in the forfeiture of the deposit.

Risk of Loss or Damage: The renter assumes all risk of loss or damage to personal and Town property caused by the renter and/or individuals in attendance.

The renter agrees to return the property to the condition in which it was received from the Town. The renter will pay any and all attorney fees generated in the collection of damages. The renter and/or individuals attending also waive liability for injury occurring at the place of rental.

Terms for Refund of the Security Deposit: The building must be left in the manner received. If the pavilion is not found to be acceptable, the cleaning deposit will not be refunded.

- All tables and chairs used must be clean and returned to their respective places.
- The floor must be swept and mopped.
- Replace trash can bags after dumping all the trash. The dumpster is in the parking lot.
- Cleaning products, trash bags & toilet paper will be supplied. The renter is responsible for any other cleaning products needed.
- Any decorations and tape must be removed. Decorations located on State Road 120 must also be removed.
- All **windows** must be **closed and locked**.

Rental Agreement for the Hermance Park Pavilion

Rental Date: _____ Renter: _____

Address: _____

Phone: _____

What time will you need to enter to set up/decorate _____ am/pm

*****To keep the door from locking, on the inside of the door is a green switch. Move it from green to red when you want the door unlocked for guests to get inside without a pin. When your event is over or want the door to lock behind you, switch it back to green*****

Entry Code (six numbers) _____ #

Rental Fee for resident: \$133.75 Rental Fee for non-resident \$187.25 Security Deposit \$200.00

Payment Information: Date Paid _____

- Rental amount: _____
Method of payment: Cash _____ Check # _____
- Deposit amount: _____
Method of payment: Cash _____ Check # _____

I have read the rental agreement and agree to abide by its conditions.

Contact: (Print name) _____

Signed: _____

Date: _____

**Please complete the form and drop it off or mail it to:
Bristol Parks Department – Hermance Park Rental
P.O. Box 122 Bristol, IN 46507**

If you have any questions, please call (574) 214-9070.

*****PLEASE BRING THIS SHEET WITH YOU THE DAY OF YOUR RENTAL*****

Renter Name: _____

Cleaning checklist

Rental Date ____ / ____ / ____

Entry Code _____ #

___ Remove all decorations and tape. **Check to make sure there is no tape under the tables.**

___ Tables and chairs were cleaned and returned to their places.

___ The floor has been swept and mopped.

*(You must change out the water at least **three times** to get a clean floor!!)*

___ Make sure to clean the bathroom. This includes using the toilet bowl cleaner, wiping the sink down and mopping the floor. All cleaning supplies are provided.

___ Contain all trash (from the kitchen, main room, restrooms, and the outside trash can). Place all trash in the dumpster, which is in the parking lot. Please place new trash bags in garbage cans.

___ Make sure the lights are turned off.

___ All windows must be closed and locked.

___ Turn indoor lock switch from unlocked to locked on the inside of the door before leaving the pavilion.

___ Check the refrigerator for food and wipe up any spills. Please clean the microwave, stovetop, and oven if you used any of these appliances. Unplug microwave and fan if used.

Please complete this checklist and leave it on the kitchen counter for Park staff to review after the event.”

For Town Hall

Date added to DDLock: _____ by _____

Date added to Outlook: _____ by whom: _____

Refund Paid \$_____ on ____/____/____

Signature _____ Date: _____

Shredded Check on ____/____/____ by _____