



# PORTER COUNTY PARKS AND RECREATION

## RENTAL AGREEMENT

PORTER COUNTY ADMINISTRATION CENTER  
 155 Indiana Ave. Suite 304, Valparaiso, in 46383  
 Phone: 219-465-3586 Fax: 219-465-3640 pcparks@porterco.org

**Any special requirements must be noted in the "notes" section and approved by staff prior to event.**

Name:	Organization (If Applicable):
Address:	Cell: Home/Business:
City, State, Zip:	E-Mail:

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Areas Required (Please Check)	Cost	√	Additional Requirements (Please Check)	Cost	√
<b>Sunset Hill Farm County Park</b>					
North Field:	<b>\$295</b>		Extra Picnic Tables (Cost per table)	<b>\$10</b>	
Program/Education Center Sunset Hill Bathroom & Sink, DVD player & TV Available Tables and chairs for up to 40	<b>Per Day \$225 (Ask about Availability)</b>		Extra Chairs (Up to 50)	<b>\$1.00/each</b>	
			Staff Support (Per Staff Member, Per Hour)	<b>\$50</b>	
			Individual/Family Site Camping	<b>\$20</b>	
Gazebo	<b>Per Day \$155</b>		Electricity – 220 Service:	<b>\$50</b>	
			Gate House (110 Electricity)	<b>\$50</b>	
Hickory Shelter	<b>\$75</b>		Fire Pit near Program Center	<b>\$50</b>	
Pine Shelter	<b>\$75</b>		<i>South Field</i>	<b>\$175</b>	
Campground Shelter	<b>\$75</b>				
Wedding Rehearsal Fee	<b>\$50</b>				
ALL SCHOOLS Trails for Races	<b>\$265</b>		Event/Party Tents (20'x20', 20'x30') (Sides and availability varies.)	<b>\$325-525</b>	
Amphitheatre	<b>\$395</b>		Hand Wash Station	<b>\$115</b>	
The Horton Family Children's Education Center Restroom & Kitchenette Tables and Chairs for up to 96 people <b>made available upon request</b>	<b>Fri-Sat-Sun \$350</b>		Package Rental <ul style="list-style-type: none"> <li>• Horton Family Education Center</li> <li>• Program Center (Ask About Availability)</li> <li>• Hickory Shelter</li> <li>• Program Center Fire Pit</li> <li>• South Field</li> </ul>	<b>Per Day \$500</b>	
	<b>M-Th \$175</b>				
			<b>Field Trips &amp; Parks to Schools</b> Please contact Porter County Parks and Recreation for scheduling arrangements.		

**Sunset Hill Damage Deposit:**  
 There is a \$50.00 damage deposit per day collected for each facility rental of Sunset Hill Farm County Park. If the deposit is collected in the form of a check, it is held and not cashed. The check will be destroyed upon evaluation of the rental facilities after the event, given that there is no damage. If the deposit is collected in the form of a credit card, your account will be credited after the event, given that there is no damage. In the event that there is damage to the facility, charges will be discussed with the renter prior to any charges being processed.

If a renter has opted for "Exclusive Use of Park" a \$500.00 damage deposit will be charged per day to cover the extent of the rental and will be collected and processed in the same manner as all other deposits.

Brincka Cross Gardens & Home (All day) Damage Deposit: \$200 Capacity: 40 people	<b>Fri-Sat-Sun</b> <b>\$295</b> <b>Mon-Thur</b> <b>\$160</b>	Additional Notes:
--	---	-------------------

**Please answer the following questions about your event:**

Is the event \_\_\_Public or \_\_\_Private?

Will an admission fee be charged? \_\_\_Yes \_\_\_No

If yes, how much? \$\_\_\_\_\_

Will alcohol be served/sold? \_\_\_Yes \_\_\_No

If yes, will it be \_\_\_Served or \_\_\_Sold

Set up start time: \_\_\_\_\_ am/pm

Clean up end time: \_\_\_\_\_ am/pm

**A Certificate of Insurance is required showing additional insured: Porter County Parks & Recreation, Porter County Government, and Porter County Parks Foundation**

Rental Fee	_____
Additional Fees (if applicable)	_____
7% Sales Tax or Exempt Certificate	_____
Damage/Deposit Fee	_____
<b>TOTAL:</b>	_____

Signature

Date

**EVENT DATES CANNOT BE CONFIRMED UNTIL A RENTAL AGREEMENT, CERTIFICATE OF INSURANCE AND APPLICABLE FEES ARE RECEIVED BY PORTER COUNTY PARKS AND RECREATION**

**DAMAGE DEPOSITS WILL BE COLLECTED IN THE FORM OF CHECK OR CREDIT CARD PAYMENT. CHECKS WILL BE HELD UNTIL THE EVENT, AND THEN BE VOID AND DESTROYED UPON EVALUATION OF THE PROPERTY AFTER THE RENTAL IS COMPLETE. CREDIT PAYMENTS WILL BE REFUNDED TO THE ACCOUNT. IF THERE IS DAMAGE TO THE PROPERTY THAT WILL RESULT OF LOSS OF DEPOSIT, PARK STAFF WILL CONTACT THE RENTER PRIOR TO ANY ACTION BEING TAKEN.**

**SALES TAX (7%) WILL BE CHARGED ON ALL RENTALS. TAX EXEMPT NONPROFIT ORGANIZATIONS ARE REQUIRED TO PROVIDE A COPY OF FORM NP-1 WITH RENTAL AGREEMENT.**

Special Events

5K Walk/Run

Our staff is available to walk through the course with you ahead of time as well as to mark the course prior to the race day. The fee for course marking is the staff assistance fee **of \$40/hour** (generally it takes two hours to mark a course). Parking is available in the South Field.

Cross Country

Keep the Main Parking area available to the buses. Please use the South Field for vehicle parking.

Private Programs

Porter County Parks is happy to work with various organizations and groups to coordinate special programming and activities. Please contact our office with any special requests or for details on event partnerships.

If you need additional help with traffic control and/or security, we recommend contacting the Porter County Sherriff's Department, at: 2755 S. State Road 49, Valparaiso, IN 46383, and Phone: 219-477-3000.

Events expecting attendance of 100+ should plan to provide portable toilet facilities. Porter County Parks and Recreation Department can obtain these for your event at an additional fee.



# Facility Rental Policies

155 Indiana Ave. Suite 304  
Valparaiso, IN 46383  
Phone: (219) 465-3586  
Fax: (219) 465-3640

## **Reservation & Application Process**

Reservations are accepted for all County Park facilities up to two calendar years in advance. Reservations are processed on a first-come, first-served basis. Reservation requests cannot conflict or interfere with current Porter County Parks programs, events or administrative use.

There is a minimum of 5 business day advance notice for all rental reservations.

The reservation is not finalized and confirmed until ALL items on the reservation checklist are turned into Porter County Parks staff 30 days prior to the event, unless the reservation is made fewer than 30 days in advance.

### ***Reservation Checklist***

- Completed Rental Agreement
- Signed Rental Guide Policy Statement
- Insurance Certificate Liability
- Damage Deposit & Payment
- Proof of Sales Tax Exemption (if applicable)

## **Payment Methods & Process**

Rental payments can be made by cash or check delivered to the Porter County Parks & Recreation Office or by debit or credit card online and must be paid 30 days prior to rental date. If a rental is made less than 30 days prior to the rental date, payment must be paid in full at the time of rental submission. Checks are to be made for the full rental fee to "Porter County Parks & Recreation". If a party would like to make payments in increments, prior arrangements must be made and agreed upon by the Park's staff. Insufficient funds and returned checks will result in cancellation of the event and the date will become open to other renters. To redeem the rental, the renter must pay the full amount due, plus a \$35 NSF service fee.

## **Damage Deposit Requirements**

The renter must contact PCP staff to submit payment of the deposit and review the rental contract at the time of rental submission. It is during this meeting that all additional rental requests must be agreed upon and any additional fees for services collected in order to be honored. It is the responsibility of the renter to contact PCP staff.

The deposit must be made in the form of a check or credit card payment (unless other arrangements have been previously agreed upon), which will be held until completion of the event and evaluation of the property

by park staff. Upon evaluation of damage the check will either be void and destroyed, or a refund will be credited to your account. The park staff will contact the renter to alert them of any damages observed from their rental and the accompanying charges.

If the renter does not submit the required documents, does not submit payment 30 days prior to the event and/or fails to meet with park staff prior to the event, the reservation will be cancelled. This will be considered a cancellation at fault of the renter and no refunds will be applied.

## **Insurance Specifications**

A certificate of insurance is required for all organizations and individuals who wish to rent a facility from Porter County Parks. This is to be submitted to the Park's Department no fewer than 30 days before the event date. If the insurance is not submitted **30 days prior** to the event date, the Park's Department has the authority to cancel the event and the renter forfeits their right to a refund.

For corporate events, organizations, and functions where alcohol is being served, the certificate of liability insurance must provide coverage for \$1,000,000 of damages/injury and be in the name of the designated renter. For family functions where no alcohol is being served, \$300,000 of coverage is sufficient. Porter County Parks & Recreation Department, Porter County Government and the Porter County Parks Foundation must be identified on the certificate as additional insured. If caterers or food vendors are used, they must supply proof that they comply with all Health Department codes.

## **Discounted Fees**

Porter County Parks will consider discounted rental fees for government and non-profit community partners on a case-by-case basis. **No discounts are guaranteed.**

To be considered for a discounted rental fee, non-profit and government entities must provide the following materials. Non-profit entities must provide a tax exempt certificate as well as a letter of intent explaining the facility usage and how it will benefit the Porter County Community. Porter County Government entities must only provide a letter of intent outlining how their use of the rental facility will benefit Porter County.

No discounts are guaranteed and all requests will be evaluated and acted upon on a case-by-case basis by Porter County Parks staff. Discount requests must be submitted **60 days prior** to the proposed rental date to allow adequate time for approval by the Park Superintendent.

Discounts and complimentary rentals will only be applied to the rental fee itself. Things such as tents, portable toilet rentals, staff time, wagon rides, etc. will remain at full price.

Upon approval, Porter County Parks should be recognized as a sponsor of the event at a level matching the discounted value. Proof of value must be provided.

Porter County Parks reserves the right to request follow up information on events receiving discounted rates to demonstrate the impact they made on the community.

Due to the high demand for discounted rentals, we will only be able to offer one per month throughout each calendar year and discounts will only be considered up to the \$850 value of exclusive use of the park. Discounted rentals are evaluated on a first come, first served basis.

## **Renter Responsibilities**

Each individual in the rental party or attending an event, program, activity, etc. must obey all applicable Porter County Parks, City, State and Federal rules, ordinances, laws and regulations. Failure to do so may result in the rental contract being canceled or terminated, and all guests being asked to leave the premises and/or be subject to legal action.

The renter must provide general supervision and control over all activities and people to prevent injury or damage. A designated Point of Contact must be named, identified and on-site for the entire rental, which includes set-up and tear down. The rental contract must identify a phone number where the renter can be reached prior to and throughout the rental period, including the day of.

Renters are responsible for leaving the facilities in the same shape in which they were upon their arrival. This includes basic cleaning and removal of trash. Trash can be disposed of in the dumpster on the east parking pad at Sunset Hill Farm. For rentals at Brincka Cross Gardens, renters must take trash with them when they leave.

The renter is financially responsible for any damage to, or the need for excessive cleaning of, the facility, or for cleaning related to the improper use of the facility, park grounds or amenities that may be caused by the renter or someone from their group. Costs for excessive cleaning and damages will be assessed by park staff upon the completion of the rental.

Porter County Parks is not responsible for providing any amenities the day of the event that were not explicitly agreed to at the contract confirmation meeting 30 days prior to the event. Tables and chairs are provided in the Program Center. If you need chairs or tables for your event elsewhere in the park, they can be rented at an additional fee. Chairs and tables are limited and available on a first-come-first-served basis and must be confirmed with staff to guarantee they will be available for a rental.

If additional/different tables or chairs are needed, arrangements must be made with an outside rental company by the renter and park staff must be made aware of the arrangements. If any outside equipment rentals will be dropped off or picked up at any time outside the agreed upon rental time prior arrangements must be made in writing with Park Staff.

For large public events we do offer marketing of your event at an affordable price. If you are interested in having your event details shared on our Facebook page, on our sign at Highway 6 and Meridian and/or included in our monthly newsletter, please contact our Public Relations Coordinator no later than 2 months in advance. If contacted, Porter County Parks reserves the right to disclose the information provided in the Rental Agreement with regards to potential attendees, vendors for that event, etc. It is the responsibility of the renter to communicate event details to their attendees and clearly state that the renter is the host of the event, not Porter County Parks.

It is important to note that, unless previously agreed upon and reserved, staff are not always on the premises during a rental. If a renter requires a staff member to be present there is an additional fee and all arrangements must be made prior to the rental date.

If there should be any damage or injuries at during your rental, the Porter County Parks & Recreation Department must be notified within one business day.

### **Porter County Parks Responsibilities**

The Porter County Parks Department agrees to make the facility available and accessible for the time designated on the rental agreement. All facilities are cleaned prior to the rental. If a rental has requested tables and/or chairs, they will be available in the facility. Porter County Parks and Recreation is not responsible for set up of chairs and tables, only their availability.

We do not provide large tents, linens, décor, day of coordinating, food, etc.

Though a rented facility will always be kept available for the date of rental, Porter County Parks & Recreation reserves the right to alter our properties at any time. Due to the nature of our Department, we have several ongoing projects that may alter the appearance and amenities of the surrounding park and facility.

### **Access Prior to Rental Date**

Porter County Park staff will do everything they can to make the facility accessible to an individual to view and tour prior to the event at no extra charge. If a renter wishes to access the rental site the day(s) leading up to an event for decorating, set up, rehearsal, etc., arrangements must be confirmed with Porter County Parks Staff prior to access. An additional fee will be charged for use of the facility in the day(s) leading up to the event.

### **Alcohol**

All consumption and sale of alcohol on any park property must be in line with all city, state and federal regulations, ordinances and laws pertaining to the issue. It is the renter's responsibility to be aware of these laws and ensure that all precautions are being made and that their practices are fully within the standards of the law. Porter County Parks is not liable for any damage, injury or harm that comes from the sale or consumption of alcohol on the park grounds and the renter will be held responsible.

If renters anticipate serving or selling alcohol of any kind at their program, activity, event etc., they must alert Porter County Parks staff prior to making all legal and logistic arrangements. Porter County Parks reserves the right at any time to deny a renter the privilege of service or sale of alcohol on park property.

### **Parking**

#### ***Sunset Hill Farm***

Public parking is available in the general lot of Sunset Hill Farm County Park to accommodate most events and rentals. This lot is not for the exclusive use of the renter and must be shared with other park visitors. If additional parking is required, renters can arrange for use of the South Field with Porter County Parks staff during their rental arrangement meeting.

#### ***Brincka Cross Gardens***

Parking is available along the driveway of Brincka Cross Gardens and along the street adjacent to the property as well as the gravel lot. Renters and their guests are responsible for the safety of themselves and their vehicles and must park at their own risk.

### **General**

If security or guidance of any kind is required for parking, including designation of additional handicap spots, for events, it is responsibility of the renter to arrange for such services.

### **Security**

Security for any and all events is the responsibility of the renter and must conform to all city, state and federal regulations, ordinances and laws.

### **Vendors/Catering**

If a renter has a private rental, they can prepare the food on site for private consumption at the rental. If the rental is for a public event, or if food is to be sold as part of admission or separately, the renter needs to secure

any and all permits required by the Health Department or any other government or legal entity. If a renter hires a caterer or vendor for their rental, that individual or entity must have all proper licensing and permits in compliance with city, state and federal regulations, ordinances and laws. It is the renter's responsibility to make these arrangements and alert Porter County Parks staff of their catering/vending plans.

If vendors or caterers need additional electric needs beyond a 110 outlet, renters must let park staff know at least two weeks prior to their rental. There is an additional fee for our staff to adjust electric needs for vendors beyond the standard 110v.

Porter County Parks & Recreation reserves the right to deny any vendors based on utility needs if they are not within the basic capabilities of park staff and facilities.

If vendors are to enter the park or clean up outside of the designated event time, Park Staff must be made aware and prior arrangements must be made and approved at least two weeks prior to the event.

### **Signs & Decorations**

Please consult with facility staff on what types of decorations are permissible. The use of nails, push pins/tacks or staples is not allowed. Duct tape is not allowed

Candles can be used if they are enclosed in a glass container or vase with the flame not exceeding the height of the container.

Non-biodegradable flower petals, confetti, glitter, and/or things that may be harmful to animals (i.e., rice) or require excessive clean-up will result in the forfeit of the damage deposit.

All signs must be approved by Park Staff prior to the rental. All signage and decorations must be removed and cleaned up immediately following the event. Failure to do so could result in additional charges or forfeiting the return of a damage deposit.

### **Cancellations & Refunds**

Cancellations must be made within 30 days of the rental date to receive a refund of any fees and deposits paid. Cancellations made less than 30 days before the rental date will result in a forfeit of any fees or deposits.

### **Exclusive Use of Park**

Exclusive use of the Sunset Hill Farm grants the renter access to all facilities within the park and there will be no other rentals made on the designated date to other parties (unless previously arranged with the renter). All Porter County Parks are public facilities, unless previously arranged and agreed upon by park staff, a renter does not have the right to deny the public access to the park under any circumstance. If a renter wishes to charge an access fee for their event, prior arrangements must be made with Park Staff. Public wishing to enter the park on a day of such an event, for alternate purposes, should be permitted free of charge, unless alternative arrangements are made with Park Staff prior to the event. No parking areas or other public access points to the parks can be blocked off to the public for any rental unless previously discussed and agreed upon in writing by the Park Staff. All requests for exclusive use must be made to the Parks Department at least **30 days prior** to the event date.

**By signing this document, you agree to abide by all policies of Porter County Parks and Recreation as set forth in this document.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_