

Hawthorne Park Community Center
500 Ackerman Drive
Porter, Indiana 46304

Porter Park Department Office
Porter Town Hall
303 Franklin Street
Porter, Indiana 46304

Park Info & Reservation number: (219) 921-1687 Park Superintendent (cell): (219) 771-5648

Hawthorne Park Community Center Rental Request Form

Renter: _____ Rental Date: _____
Address: _____ Type of Activity: _____
_____ Reservation Period: _____
Phone: _____

	<u>Fri./Sat./Sun./Holidays</u>	<u>Mon. – Thurs.</u>	
Front Lounge (60 people)	\$125.00	\$75.00	\$ _____
Back Hall (120 people)	\$250.00	\$175.00	\$ _____
Kitchen	\$25.00	\$25.00	\$ _____

Grand Total \$ _____

Security Deposit of \$100.00 or \$150.00 required at time of rental request \$ _____
Balance Due 6 weeks Prior to Rental Date \$ _____

Alcohol Present? Yes or No Clean-up Service? Yes or No

Make Check Payable to: Town of Porter
Send to: Porter Park Department Office, Porter Town Hall, 303 Franklin St., Porter, IN 46304

SECURITY DEPOSIT: A \$100.00 (check only) Security Deposit is required at the time the rental request is made in order to hold the requested date. A \$150.00 (check only) deposit is required for any rental with alcohol and no hired clean up service arranged in advance. The Security Deposit will be returned within two weeks after the Rental Date providing all Rules and Regulations set forth in this form are followed. Any violation(s) of the Rules and Regulations set forth in this form will result in the withholding of the Security Deposit, and the Renter will be billed for the balance if necessary. The determination of withholding all or part of the Security Deposit due to a violation of Rules and Regulations will be made by the Park Superintendent, Park Administrator, or Park Board.

CANCELLATION: If the Renter cancels their Rental Request before sixty (60) days prior to the Rental Date, the Renter will be reimbursed their Security Deposit minus a \$20 Administrative fee. The entire amount of the Security Deposit will be forfeited if Cancellation occurs less than 60 days prior but more than 30 days prior to the Rental Date. If the Renter cancels their Rental Request within thirty (30) days of the Rental Date, the Renter forfeits their

entire Security Deposit and Rental fee. Cancellations due to extreme circumstances such as death will be considered by the Park Board.

SECURITY GUARD: A Security Guard must be present for the entire duration of any function in the Community Center. A daytime function (ending by 6:00 P.M.) with no alcohol present is exempt from this requirement. The hiring of the Security Guard will be coordinated by the Park Administrator. The Security Guard is required to be present from the moment guests arrive until the end of the Reservation Period. The cost of the Security Guard is \$20.00 per hour and must be paid by the Renter at the end of their function. The cost of the Security Guard is subject to change without notice. The Security Guard is the last person to leave the building. Any renter that claims no alcohol at their day function will receive a short visit from the Park Superintendent or Park Department Representative to ensure no alcohol is present. Any Renter that attempts to have alcohol present without a Security Guard present will risk having their event shut down.

RULES AND REGULATIONS

1. **RENTER RESPONSIBILITY:** The undersigned Renter shall be at least 21 years of age and shall be legally responsible for compliance with all articles of this Rental Request, and any damages, which may occur to the Community Center property as a result of the usage covered by this Rental Request Form. The undersigned Renter shall be present at all times during the Reservation Period. **No reservations will be taken on behalf of a second party.**

2. **HOURS:** Rental of the Community Center is for the designated times only:

Friday – 2:00 P.M. until 12:00 A.M.	Renter must vacate by 1:30 A.M.
Saturday – 10:00 A.M. until 12 A.M.	Renter must vacate by 1:30 A.M.
Sundays/Holidays – 10:00 A.M. until 8:00 P.M.	Renter must vacate by... (9:30 P.M.)
Weekdays – 2:00 P.M. until 9:00 P.M.	Renter must vacate by... (10:30 P.M)

3. **KEY:** The Renter is responsible for picking up the Hawthorne Park Community Center Key from the Porter Police Department on the day of your rental. The completed Rental Request Form must be presented to the Dispatcher by the Renter or you're Representative as proof of the rental on that day in order to obtain the building key. A photo copy of the Renter's or Representative's driver's license will be kept on file during the reservation period. At the end of the reservation period, all doors should be locked by the Renter or your Representative and the Community Center key deposited into the Key Drop Box located in the hallway of the Community Center. **Failure of the Renter or their Representative to deposit the Community Center key in the Key Drop Box will result in the Renter being assessed all fees associated with re-keying of the locks.**

4. **DECORATIONS:** The Renter is responsible for informing decorators of the following guidelines. All rooms may be decorated with any theme or color with the following restrictions. Absolutely no decorations may be attached to any drywall, metal, or wood surface. No decorations are allowed on the ceiling. Confetti and/or glitter are not allowed. Taper candles, party torches, luminaries, and/or lanterns are not allowed. **In addition, the Park**

Superintendent and Park Administrator reserve the right to request that any decorations that are deemed offensive, present a safety/health risk or are otherwise inconsistent with use of Town property be removed.

5. SET-UP: The Renter is responsible for assembling and disassembling all tables and chairs. All tables and chairs must be handled carefully and gently. **DO NOT DRAG THE TABLES OR CHAIRS ACROSS THE FLOOR.** Part of the Security Deposit will be withheld for drag marks, in either room. Each room should be returned to its original set up. There is a diagram posted on the kitchen cabinets for your convenience. Tables and chairs may only be removed from the building for use upon the deck.

6. ADDITIONS: Any items such as tables, chairs, large or unusual decorations, etc. that the Renter would like to bring into or around the Community Center must be approved in advance by the Park Administrator and or Park Board.

7. CLEAN UP: Unless Renter has arranged in advance for clean up services, Renter is responsible for cleaning the rooms rented. Hawthorne Park Community Center will provide garbage cans on rollers and garbage bags for the convenience of the Renter. All cleaning supplies can be found in the hall closet (broom, dust pan, mop). Renter must complete the following Clean Up: 1) Clean off all tables and wipe them down. 2) Sweep all floors. 3) Clean up any food and/or drink spills. 4) Carefully take down Decorations. 5) Wipe all kitchen counters and stovetop. 6) Dispose of all trash items in the dumpster provided outside of the kitchen door. 7) Check/clean both bathrooms so they are left in the same condition they were at the beginning of the event -- pick up all paper towels, flush all toilets, and turn off all lights. 8) If the Fireplace was used, sweep out the ashes and place them outside. 9) Check the grounds around the Community Center and parking lot where guests might have dropped cups, cans, and other debris. 10) Remove all signs to direct guests to the Community Center. 11) Leave the Community Center and grounds in the condition the Renter found them. 12) Turn off all lights. (Security Light on ceiling near west side exit is on all the time). 13) Close all windows. 14) Lock all doors. 15) Deposit Community Center Key in Drop Box located in Hallway. 16) When leaving, make sure doors have shut and locked behind you.

8. PARK PROPERTY: Renter is responsible for any items or property belonging to the Town of Porter/Porter Park Department that are damaged or stolen during the Reservation Period. **If Renter uses any part of the building that was not rented in advance, Renter will be charged for the unpaid use.**

9. ALCOHOL: Renter may provide alcohol in the Community Center in strict compliance with all the laws of the State of Indiana. Any function providing alcohol must have a Security Guard present for the duration of the Reservation Period. Renter must provide a licensed Bartender to serve alcohol to the adult guests. **NO PERSON UNDER THE AGE OF 21 CAN CONSUME ALCOHOL UNDER ANY CIRCUMSTANCES.** All persons must be able to prove their age to the Security Guard or Bartender if asked. All guests must keep alcoholic beverages in and around the Community Center. No guest may wander in to the park and/or parking lot with alcoholic beverages. Any person who cannot act responsibly with alcohol will be told to leave by the Security Guard, Porter Park Department, and/or Park Superintendent. Any person may be

removed for public intoxication or inappropriate behavior at any time and at the sole discretion of the Security Guard, Porter Park Department, and/or Park Superintendent. Any serving of alcohol for a fee or charge must have Park Board approval and have the proper state excise tax forms filed and any other required permit.

10. DRUGS AND OBSCENITIES: Absolutely no drugs of any kind are allowed in the Community Center or on the grounds of Hawthorne Park. Renter is responsible for the overall behavior of all guests during the Reservation Period. Any obscenities, lewd, obscene, or disruptive behavior will not be tolerated. Any use of drugs or obscenities may result in the person(s) and or entire function being asked to leave the premises.

11. BAR, KEGS, OR COOLERS: Renter may not set a Bar, Keg, or Coolers on the wooden floor. Bars, Kegs, or Coolers may only be set on the tile floor, provided an absorbent material and a sheet of plastic is placed underneath the Keg or Coolers to catch any moisture.

12. FIREPLACE: Use of the Fireplace must be approved by the Park Superintendent prior to the Reservation Period. If use of the Fireplace is approved, Renter is responsible to use the Fireplace in a safe manner. Only store bought logs can be used (one at a time).

13. APPLIANCES: Any and all appliances in the Community Center, such as the coffee pot, crock pots, or oven, may only be used while the Renter is physically present in the Community Center in order to avoid all potential fire hazards.

14. SMOKING: The Hawthorne Park Community Center and deck is a **smoke free** facility with smoking restricted to outside the front and side doors of the building where receptacles are provided.

15. DELIVERIES: All deliveries of food, drinks, cakes, and/or decorations must be made during the Reservation Period at the Community Center. The Porter Park Department and its employees are not responsible for any items delivered ahead of schedule or left behind after the function.

16. TICKETS: No ticket selling, admission charges, or donations may be solicited without prior approval from the Park Board. **No person may use the Community Center for personal profit without Park Board Approval.**

17. PIG ROAST: No pig roasting or similar type of cooking is allowed on the Town of Porter Park Property.

18. ANIMALS: Absolutely no animals or pets of any kind are allowed in or around the Community Center without prior approval by the Park Superintendent prior to the Reservation Period.

19. ACCESSORIES: The following accessories are not permitted on the Town of Porter Park Property without special permission from the Porter Park Board: Moonwalks, Trampolines, Tents, and/or Canopies of any kind.

20. SOUND AMPLIFICATION AND MUSIC: Music including amplified sound will be permitted providing the sound from such activity does not exceed the level of 65 decibels within 150 feet of the building.

If you have any questions please direct them to the Park Administrator at (219) 921-1687

The undersigned, herein named RENTER, acknowledges that neither the Town of Porter, nor the Porter Park Department is responsible for loss, damages, or injury, which occurs to any person or thing as a result of the usage, covered in this Rental Request Form.

Any damage to furniture, fixtures, walls, floors, ceilings, doors, mirrors, tabletops or other property shall be the sole-responsibility of the Renter.

Renter shall be responsible for all actions and inactions of its guests, agents, caterers or any third-party present at the Community Center. By executing this Agreement, Renters agree to unconditionally indemnify and hold harmless The Town of Porter, Porter Park Department and any of its directors, employees, principals and agents from any liability incurred and/or claims made by any acts, directly or indirectly, of Renter, its guests, agents, caterer or other third-parties, related, in anyway to the rental of the Community Center.

I hereby agree to comply strictly with and be legally responsible for all the Rules and Regulations of the Porter Park Board included in this agreement.

PRINT FULL NAME: _____

SIGN FULL NAME: _____ DATE: _____

This contract is not valid until it is signed by the Porter Park Administrator or other Porter Park Board representative and a Security Deposit is received.

_____ DATE: _____