

Millennium Gazebo  
Hawthorne Park  
Porter, Indiana 46304

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

Park Info & Reservation Number: (219) 921-1687

Park Supt. cell: (219) 771-5648

### MILLENNIUM GAZEBO RENTAL FORM

Name: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Address: \_\_\_\_\_ Type Activity: \_\_\_\_\_

Phone: \_\_\_\_\_ Time needed: \_\_\_\_\_

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**PRICE:** \$50.00 – Community Center Renters (same day) \_\_\_\_\_  
\$75.00 – All others \_\_\_\_\_  
\$50.00 deposit \_\_\_\_\_  
Grand Total due at time of rental request: \_\_\_\_\_

**HOURS:** The Gazebo may be rented for Ceremonies and other Park Board approved activities between the hours of 10:00 am. and dusk. The Gazebo is rented for two hour increments. Within your rental time you need to plan for set-up, ceremony or function, and clean up.

**SECURITY DEPOSIT:** \$50.00 (check only please) is required at the time of the rental request along with the rental fee in order to hold the date and time. The deposit will be returned by mail within two weeks after the rental date providing all the criteria in this form is met.

**CANCELLATION:** If cancellation occurs at a minimum of 45 days prior to the rental date, the renter is entitled to receive \$30.00 of the security deposit back. The full security deposit is forfeited if cancellation occurs less than 45 days prior.

**WEATHER:** There is no refund due to inclement weather on the day of your Gazebo rental.

**DECORATIONS:** The Gazebo may be decorated within the following guidelines. Do not affix any nails, tacks, staples or tape to the Gazebo. Only string or fine wire can be used. Nothing can be attached to the peaked ceiling inside or the roof outside.

**FOOD:** No food, soft drinks, or alcoholic beverages are allowed inside the Gazebo.

**FIRE:** There are no smoking materials (cigarettes, cigars, pipes) allowed inside the Gazebo. No fire or candles are allowed in and around the Gazebo or walkway.

**CLEAN UP:** All decorations, papers, and pamphlets must be removed from in and around the Gazebo before leaving the area. A trash receptacle will be placed near-by.

**PARK PROPERTY:** The renter is responsible for the Gazebo and surrounding area during the designated rental time. If there is any damage to the Gazebo, or anything immediately surrounding it, the security deposit will be withheld and the renter will be billed for the balance if necessary.

**PARKING:** Parking for Gazebo renters is in the east parking lot. **Parking or driving on the grass is not allowed.**

**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.

**PETS:** Absolutely no pets or animals of any kind are allowed in and around the Gazebo.

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

The undersigned 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 agreement.

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 signed by the Porter Park Administrator or other Porter Park Board Representative and the total amount due have been paid.

\_\_\_\_\_ DATE: \_\_\_\_\_

