

LEO-CEDARVILLE PARK PAVILION RENTAL AGREEMENT

PAVILION SPECIFICATIONS

PAVILION CAPACITY: 80-100 people
CHAIRS: Approximately 90 chairs
TABLES: Eight (8) 5' round tables Four (4) 8' rectangle tables
AMMENITIES: Controlled AC/Heat, Full kitchen (refrigerator/freezer, stove, microwave, sink, serving counter, 1 large coffee maker, men and women's restrooms)

WEEKDAY RATES (Monday – Thursday)

Leo-Cedarville Residents*	\$25.00 per hour**	\$125.00 per day***
Non-Residents	\$35.00 per hour**	\$150.00 per day***

WEEKEND RATES (Friday - Sunday & Holidays)

Leo-Cedarville Residents*	\$35.00 per hour**	\$150.00 per day***
Non-Residents	\$45.00 per hour**	\$175.00 per day***

* Resident defined as living within the incorporated Leo-Cedarville town limits.

** Minimum rental - two (2) hours on weekdays; three (3) hours on weekends & holidays.

*** The pavilion may be occupied no earlier than 8:00 a.m. the date of the rental, and should be vacated by 10:00 p.m.

PAYMENT

All rentals must be paid in full prior to rental date, or **within 14 days after the reservation is placed** – whichever date comes first. If payment is not received within this time frame, the reserved date will be released. A \$20.00 service charge will be assessed on all returned checks. Please make checks payable to “Town of Leo-Cedarville.” This agreement is not transferable. Cancellations made 14 days or more in advance will receive a full refund. Cancellations made 13 days or less will receive a full refund only if the town is able to lease the same date.

FIRE LOGS FOR FIREPLACE

Usage of the fireplace is not included in the above pavilion rental fee. The fireplace can be rented for an additional \$10.00 fee. This includes fuel for a three-hour fire and cleanup of the fireplace. ANY materials not provided by the park MUST NOT be burned in the fireplace. Renter must notify the town office prior to their rental date if they wish to arrange for fireplace payment and usage.

KEY PICK-UP/RETURN PROCEDURES

You will be mailed your keys and key packet via a bubble mailing pack one to two weeks prior to your rental date. Do NOT enter the pavilion before the date of your rental. Please notify the office if you wish to pick up the keys during the regular office hours.

Return your keys to the mail slot located at the new town office located at 13909 Pony Express Run across from the Grabill Bank on Amstutz Road. A \$25.00 key replacement fee will be assessed for any keys not returned.

RULES AND EXPECTATIONS

The pavilion is to be left in a clean orderly condition with all trash placed in the appropriate receptacles. Cleaning supplies, i.e. broom, dustpan, cleaners, and paper towels, are available in the storage room and under the sink for renter use to help facilitate cleaning after the rental. Renters **WILL BE CHARGED** at the rate of \$15.00 per hour for cleaning services if the park personnel deem the pavilion is in need of additional cleaning.

Display or decoration materials are not to be fastened by any method that leaves marks or residue on walls, woodwork or painted surfaces. Signs placed by the renter inside or outside the park must be removed and discarded at the end of the rental. Please exercise extra caution and secure helium balloons as they can easily become entangled in the ceiling fans! No person shall damage or deface trees, shrubs, plants, fences, tables or any other structures of the park property.

NO park property shall be removed from the park! No equipment except inside tables and chairs are to be moved from their original location, and **MUST** be returned to the storage area following rental completion.

No gathering or meeting of any kind assembled through public advertisement shall be permitted on park property without specific and prior written approval from the Park Board. Teens, youth or student groups must have at least two adults, chaperones/supervisors per 15 youths at all times.

Pavilion renters shall not sell items on park property without specific written permission from the park board. No one shall be permitted to play any game of chance for monetary gain on park property without specific and prior written approval from the Park Board.

Alcoholic beverages of any kind are prohibited in the park and pavilion without prior written permission according to Park Ordinance 2010-01. Any infraction of this rule will result in immediate evacuation of the premises with no recourse.

Carnival rides and other recreation equipment such as moonwalks, trampolines, etc. arranged by the renter will be permitted **ONLY** if provider submits a certificate of liability insurance one week in advance showing sufficient liability and personal injury insurance.

This rental is for the use of the pavilion only. Renters of the pavilion can **NOT** prohibit public use of restrooms, basketball court, playground, picnic tables, or *parking areas (see end of section).

The pavilion **MUST** be completely locked after use. Loss or damage resulting from failure to lock the pavilion will be charged to the renter. **IMPORTANT:** Mid-April through mid-October, park personnel lock and unlock the restrooms for park patrons. During these months, please lock the restrooms only if it is after 9:00 p.m.

Open fires, except in controlled fireplaces or charcoal grills, are not permitted. Any grills should **NOT** be located near the pavilion structure.

*Parking is permitted in designated areas only! Deliveries can be made by using the access drive. Vehicles are not to remain parked on the access drive. The parking lot off of Elsworth Street (main parking lot) can be reserved for Pavilion parking by the renter. We recommend that you rope off the lot early as well as station one person at the lot entrance to control ingress until all or your group has arrived. The park board can not prohibit the use of the parking areas as it is a public park.

The Town of Leo-Cedarville board members and employees shall not be responsible for any damages to, or loss of, personal or other property, or personal injuries, to you or anyone in your group.

FAILURE TO PAY FOR ANY ADDITIONAL FEES ASSESSED,
i.e. lost keys, cleaning services,
WILL RESULT IN THE INABILITY TO RENT PAVILION IN THE FUTURE.

~PLEASE KEEP THIS PORTION FOR YOUR FILES~

LEO-CEDARVILLE PARK PAVILION
PO BOX 408 – LEO, IN 46765
(260) 627-6321

LEO-CEDARVILLE PARK PAVILION RENTAL AGREEMENT

~PLEASE SIGN AND RETURN THIS PAGE WITH PAYMENT TO~

TOWN OF LEO-CEDARVILLE - PO BOX 408 – LEO, IN 46765

I HAVE READ AND AGREE TO THE PAVILION RENTAL CONDITIONS AS STATED. I FURTHER AGREE THAT IF I BREECH THIS AGREEMENT I WILL PAY THE TOWN FOR ANY DAMAGES INCURRED. IF THE TOWN IS REQUIRED TO BRING LEGAL ACTION TO COLLECT DAMAGES INCURRED, I AGREE THAT I WILL BE RESPONSIBLE TO PAY COSTS, LEGAL FEES, AND PREJUDGMENT INTEREST AT THE RATE OF 10%.

RENTAL DATE _____ YEAR _____

PRINT NAME _____

SIGNATURE REQUIRED **X** _____

ADDRESS _____

CITY/STATE _____ ZIP _____

HOME PHONE# _____ WORK PHONE# _____

ALTERNATE PHONE (optional) _____

DO YOU LIVE WITHIN THE TOWN OF LEO-CEDARVILLE? YES OR NO ?

OFFICE USE ONLY:

DATE RECEIVED _____ KEY ISSUED # _____

AMOUNT PAID _____ RETURNED _____

CHECK # _____

RECEIVED BY _____

CONFIRMATION SENT _____

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