

West Park Pavilion Rental Policy

Rental Application

Please complete the following application.

Renters Name (Required): _____

Rental Date (Required): _____

Which Room? (Required):

(Select only one option)

Large Room

Small Room

Arrival Time (Required): _____

Please allow time for set up. Earliest arrival time is 8:00 AM

Departure Time (Required): _____

Please allow time for clean up. Must be done by 11:00 PM

WEST PARK PAVILION RENTAL POLICY

1. Reservations - There is a \$25.00 non-resident fee
 - a. A \$100.00 rental deposit is required at the time of reservation. Reservation must be made a minimum of two (2) weeks prior to requested date. No reservation is final until the rental charge is paid and a written confirmation is given. The pavilion is reserved to the first money to arrive. We highly recommend that you do not advertise or send invitations for your date until you have written confirmation in hand. The deposit will serve as a refundable damage/cleaning deposit.
 - b. Payment for rental fee is due no later than full one (1) week prior to the date of rental. Failure to pay will result in loss of reserved date and forfeit of deposit.
 - c. In the event of a cancellation, all monies paid will be returned if cancellation is made no later than one (1) week prior to reserved date. If cancellation is made less than one (1) week prior to reserved date, any monies paid will be forfeited.
 - d. Any monies paid by credit card that are to be refunded, will be less processing service fees at a rate of 2.95%.
 - e. The pavilion will not be available to rent on the following holidays: New Years Eve, New Years Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day.
 - f. Rentals for special events open to the public will require renter to provide a Certificate of Insurance naming the City of Nappanee Parks and Recreation as an additional insured with a liability limit of \$1,000,000. Other activities may require the Certificate of Liability on a case by case basis after review of requested activity.
2. Renters Responsibilities
 - a. Key pickup: Weekday Rental after 8:00 AM day of rental; Weekend Rental - Friday before rental by 12:00 PM. If rental falls near a holiday, arrangements will need to be made with Park office.
 - b. A responsible adult must be present at the pavilion at all times during the rental period.

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c. Renters may be allowed access the day before scheduled rental IF the room is not rented and only with authorization from Park staff.

d. Renters will be responsible for stating arrival and departure times as part of the rental application. Renters staying after stated departure time will forfeit deposit. All rentals must be finished and cleaned up at 11:00 PM when the park closes per City Ordinance.

e. The pavilion and property are owned by the City of Nappanee. Alcoholic beverages are strictly prohibited.

f. Renters will be responsible for any and all damages at the replacement cost (material and labor) as determined by the Nappanee Parks and Recreation Department through the inspection process. This includes but is not limited to: missing chairs and tables, any damage to wall acoustic panels or other building areas. Tape, nails, pins or tacks MAY NOT be used to fasten decorations to drywall. We recommend using wall putty. Any items attached to walls are off limits including but not limited to acoustic panels, frames, safety equipment and signage.

g. No helium balloons are allowed. These can detach and wrap around ceiling fans.

h. The renter will forfeit deposit if the building and area are not left in proper order. This includes but is not limited to the following:

1. All trash must be placed in trashcans. This includes table coverings. All trash bags must be removed from containers at end of rental and placed in trash dumpster located on the northeast side of building (front of building).

2. All decorations must be removed completely. This includes any fasteners. Leaving tape behind on tables will cause loss of deposit.

3. Any food or drink must be cleaned up and floors must be swept. This includes sweeping up any glitter or small decorations.

4. The kitchen counters, sink and stove must be wiped down after use.

5. Restrooms must be checked. Any trash or debris must be picked up.

6. All tables and chairs must be put back to the original setup. Please do not over stack tables if they need to be stored during rental. Chairs need to be hung on the rack so that the rack can fit through doorway.

i. Make sure all exterior doors are locked. We recommend a quick walk around the building to check every door. If doors are left unlocked, you will forfeit your deposit.

j. Stage is completely off limits.

3. Deposit Reimbursement

a. The deposit will be refunded only after the Park Department has completed the inspection process.

b. All qualifying deposits will be reimbursed at the next regularly scheduled Park Board meeting; which are the 2nd Wednesday of each month. Depending on rental date, it may take a few weeks for a check to be issued and your deposit returned.

4. Additional Rates and Fees

a. Not For Profit Rates are available. Groups must be an established 501 (C) 3. Please call Park Office for more information.

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b. Wi-Fi is available for a fee of \$25.00. Please contact Park Office to arrange.

To print a copy of these rules, please go to the "Forms" Menu option on the home page.

I have read and understand that I am responsible for any damage resulting from my use of the West Park Pavilion (Required):

Please check if yes

Signature (Required): _____