



**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 cguch@porterco.org

PLEASE FEEL FREE TO CONTACT OUR OFFICE FOR ANY SPECIAL NEEDS NOT ADDRESSED IN THIS FORM

Name:			Organization (If Applicable):		
Address:			Cell:		Home/Business:
			E-Mail:		
Date Of Event: _____		Time Of Event: _____		Number Of Attendees: _____	
Areas Required (Please Check)	Cost	(√)	Additional Requirements (Please Check)	Cost	(√)
North Field:	\$200		Extra Picnic Tables: Each	\$6	
Damage Deposit:	\$80				
Program/Education Center Sunset Hill 3 Hours:	\$60		Campground Per Camper/Per Night (35 E 700 N):	\$2	
Damage Deposit:	\$45		Damage Deposit For All Groups:	\$45	
Per Additional Hour:	\$10		Grill, Fire Pit & Fireplace. No Electric Or Water.		
Bathroom & Sink Available In Program/Education Center. Seating/40. Includes Tables DVD & player			Picnic Shelter Is First Come, First Served Unless Otherwise Reserved – \$55 For 24-Hour Rental.		
Gazebo 3 Hours:	\$45		Electricity – 220 Service:	\$25	
Damage Deposit:	\$25		Gate House (110 Electricity):		
Each Additional Hour/Electricity Available:	\$8				
Hickory Shelter/Pine Shelter/Boyscout Shelter:	\$55		Staff Support : Per Hour	\$25	
Damage Deposit: (Please Circle Your Choice)	\$25				
South Field (Festival Parking – 600 Vehicles)	\$0		Pop Up Canopy/Each 10 x 10 Limit 2:	\$30	
ALL SCHOOLS:	\$200		Lg. Canopy W/Sides/Each (16 x 16 Limit 4:	\$60	
Trails for Races-TBD Non Profits May Qualify For Discounts	TBD				
Amphitheatre:	\$270		Port a Potty (Regular Unit + Tax):	\$95	
Damage Deposit:	\$80		Port a Potty (Handicap Unit + Tax):	\$120	
Exclusive Use of Park/Per Day:*	\$600		Hand Wash Station (\$85.00 = Tax):	\$85	
Damage Deposit:	\$200		Wagon Rides: (Per Hour-25 Person Cap.)	\$55	
Please Explain Use:					
Brincka Cross Gardens – Gardens Only:	\$45		NOTES:		
Brincka Cross Gardens & Facility:	\$155				
Damage Deposit Tables & Chairs:	\$200				
Brincka Cross Has Limited Kitchen & Bathroom Facilities. Holds Up To 40 People. * No Barrier Free Access					

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

\*Involves an admission fee and closes the Park to general public use

Rental Fee \_\_\_\_\_  
 Additional Fees (if applicable) \_\_\_\_\_  
 7% Sales Tax or Exempt Certificate \_\_\_\_\_  
 Damage/Deposit Fee \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

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

For office use: Application & Fee received (Date) \_\_\_\_\_ Cash Amount or Check # \_\_\_\_\_ Receipt # \_\_\_\_\_  
 Certificate of Insurance \_\_\_\_\_ Deposit Returned (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 REFUNDED WITHIN 45 DAYS OF PARK MANAGER DETERMINATION**

**PORTER COUNTY PARKS MUST HAVE A COPY OF A TAX EXEMPT CERTIFICATES OR 7% SALES TAX WILL BE INCLUDED IN THE RENTAL FEES**

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### Special Events

#### 5K Walk/Run

Please map/mark your course ahead of time. 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.

#### Field Trips

Please contact Porter County Parks Department for scheduling arrangements.

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: 477-3000.

Events expecting attendance of 100+ should offer additional Port A Potty facilities. Porter County Parks and Recreation Department can obtain these for your event.

Damage refunds will be made within 45 days of Park Manager determination

Porter County Parks and Recreation must have a copy of any Tax Exempt Certificates, or 7% Sales Tax will be included in the rental fees.

**Event dates cannot be confirmed until a Rental Agreement, Certificate of Insurance and Applicable Fees are received by Porter County Parks and Recreation**