



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 parkevents@porterco.org

Any special requirements must be noted in the "notes" section and approved by staff prior to event.

Name:		Organization (If Applicable):			
Address:		Cell:		Home/Business:	
City, State, Zip:		E-Mail:			
Name of Event:					
Date Of Event: _____		Time Of Event: _____		Number Of Attendees: _____	
Areas Required (Please Check)					
		Cost	√	Additional Requirements (Please Check)	
				Cost	√
Sunset Hill Farm County Park					
North Field:		\$265		Extra Picnic Tables (Cost per table):	\$6
Program/Education Center Sunset Hill 3 Hours:		\$80		Group Camping, Per Camper/Per Night (35 E 700 N):	\$2
Per Additional Hour:		\$20		Grill, Fire Pit & Fireplace. No Electric Or Water.	
Bathroom & Sink, DVD player & TV Available Tables and chairs for up to 40 made available upon request				Individual/Family Site Camping	\$15
Gazebo 3 Hours:		\$90		Electricity – 220 Service:	\$25
Each Additional Hour		\$20		Gate House (110 Electricity):	\$25
Hickory Shelter		\$75		Staff Support (Per Staff Member, Per Hour)	\$30
Pine Shelter		\$75			
Campground Shelter		\$55			
South Field (Festival Parking – 600 Vehicles)		\$0		Pop Up Canopy/Each (10' x 10') (Limit 3):	\$30
ALL SCHOOLS:				Lg.Canopy W/Sides (16' x 16') (Limit 3):	\$60
Trails for Races		\$265			
Amphitheatre:		\$360		Port a Potty (Regular Unit + Tax):	\$95
				Port a Potty (Handicap Unit + Tax):	\$120
Exclusive Use of Park/Per Day:* **"Exclusive Use" denotes that no other rentals will be made the day of your event, however parks will remain open to the public. Please Explain Use:		\$850		Hand Wash Station (\$85.00 + Tax):	\$85
				Wagon Rides: (Per Hour-25 Person Cap.) (Weather and trail condition permitting)	\$65
Sunset Hill Damage Deposit:					
There is a \$50.00 damage deposit collected for each sub facility rental of Sunset Hill Farm County Park. The deposit is collected in the form of a check which is held and not cashed. The check will be destroyed upon evaluation of the rental facilities after the event, given that there is no damage. In the event that there is damage to the facility, charges will be discussed with the renter prior to any charges being processed.					
If a renter has opted for "Exclusive Use of Park" a \$200.00 damage deposit will be charged to cover the extent of the rental and will be collected and processed in the same manner as all other deposits.					
Brincka Cross					
Brincka Cross Gardens – Gardens Only:		\$75		NOTES:	
Brincka Cross Gardens & Facility:		\$210			
Damage Deposit: Brincka Cross Has Limited Kitchen & Bathroom Facilities. Holds Up To 40 People.		\$200			

For office use: Application & Fee received (Date) _____ Cash Amount or Check # _____ Receipt # _____
 Certificate of Insurance _____ Deposit Returned (Date) _____

Please answer the following questions about your event:

Is the event ___Public or ___Private?

Will a fee be charged for admission? ___Yes ___No

If yes, how much? \$_____

Will alcohol be served/sold? ___Yes ___No

If yes, will it be ___Served or ___Sold

Set up start time: _____ am/pm

Clean up end time: _____ am/pm

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

Rental Fee	_____
Additional Fees (if applicable)	_____
7% Sales Tax or Exempt Certificate	_____
Damage/Deposit Fee	_____
TOTAL:	_____

Signature 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 COLLECTED IN THE FORM OF CHECK ONLY AND WILL BE HELD UNTIL THE TIME OF THE EVENT. THE CHECK WILL THEN BE VOID AND DESTROYED UPON EVALUATION OF THE PROPERTY AFTER THE RENTAL IS COMPLETE. IF THERE IS DAMAGE TO THE PROPERTY THAT WILL RESULT OF LOSS OF DEPOSIT, PARK STAFF WILL CONTACT THE RENTER PRIOR TO ANY ACTION BEING TAKEN.

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

Special Events

5K Walk/Run

Our staff is available to walk through the course with you ahead of time as well as to mark the course prior to the race day. The fee for course marking is the staff assistance fee of \$30/hour (generally it takes two hours to mark a course). 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 & Parks to Schools

Please contact Porter County Parks Department for scheduling arrangements.

Private Programs

Porter County Parks is happy to work with various organizations and groups to coordinate special programming and activities. Please contact our office with any special requests or for details on event partnerships.

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: 219-477-3000.

Events expecting attendance of 100+ should offer additional Port A Potty facilities. Porter County Parks and Recreation Department can obtain these for your event at an additional fee (see reverse side for details).