



Facility Rental Guide

Reservation & Application Process

Reservations are accepted for all County Park facilities up to one calendar year in advance. Reservations are processed on a first-come, first-served basis. Reservation requests cannot conflict or interfere with current Porter County Parks programs, events or administrative use.

There is a minimum 5 business day advance notice for all rental reservations.

The rental date is not finalized and confirmed until ALL items on the rental checklist are turned into Porter County Parks staff.

Rental Checklist

- Rental Agreement
- Insurance Certificate Liability
- Damage Deposit & Payment

Payment Methods & Process

Rental payments can be made by cash or check delivered to the Porter County Parks & Recreation Office or by debit or credit card online. Checks are to be made for the full rental fee to "Porter County Parks & Recreation". If a party would like to make payments in increments, prior arrangements must be made and agreed upon by the Park's staff. Insufficient funds and returned checks will result in cancellation of the event and the date will become open to other renters. To redeem the rental, the renter must pay the full amount due, plus a \$25 NSF service fee.

Damage Deposit Requirements

The renter must meet with PCP staff to submit payment of the deposit and review the rental contract in person no less than 15 days prior to the event. It is during this meeting that all additional rental requests must be agreed upon and any additional fees for services collected in order to be honored. It is the responsibility of the renter to schedule this appointment.

The deposit must be made in the form of a check (unless other arrangements have been previously agreed upon), which will be held until completion of the event and evaluation of the property by park staff. Upon evaluation of damage the check will either be void and destroyed, or the park staff will contact the renter to alert them to damages observed from their rental and the accompanying charges.

If the renter does not submit the damage deposit and/or does not schedule a meeting with park staff 15 days prior to the event, the reservation will be cancelled. This will be considered a cancellation at fault of the renter and no refunds will be applied.

Insurance Specifications

A certificate of insurance is required for all organizations and individuals who wish to rent a facility from Porter County Parks. The certificate of liability insurance must provide coverage for \$1,000,000 of damages/injury and be in the name of the designated renter. Porter County Parks & Recreation Department, Porter County Government and the Porter County Parks Foundation must be identified on the certificate as additional insured.

Discounted Fees

Porter County Parks will consider discounted rental fees for government and non-profit community partners on a case by case basis.

To be considered for a discounted rental fee, non-profit and government entities must provide the following materials. Non-profit entities must provide a tax exempt certificate as well as a letter of intent explaining the facility usage and how it will benefit the Porter County Community. Porter County Government entities must only provide a letter of intent outlining how their use of the rental facility will benefit Porter County.

No discounts are guaranteed and all requests will be evaluated and acted upon on a case-by-case basis by Porter County Parks staff. Discount requests must be submitted 60 days prior to the proposed rental date to allow adequate time for approval by the Park Superintendent.

Discounts and complimentary rentals will only be applied to the rental fee itself. Things such as tents, port-a-potty rentals, staff time, wagon rides, etc. will remain at full price.

Upon approval, Porter County Parks should be recognized as a sponsor of the event at a level matching the discounted value.

Porter County Parks reserves the right to request follow up information on events receiving discounted rates to demonstrate the impact they made on the community.

Due to the high demand for discounted rentals, we will only be able to offer one per month throughout each calendar year and discounts will only be considered up to the \$850 value of exclusive use of the park. Rentals are evaluated on a first come first served basis.

Renter Responsibilities

Each individual in the rental party or attending an event, program, activity, etc. must obey all applicable Porter County Parks, City, State and Federal rules, ordinances, laws and regulations.

Failure to do so may result in the rental contract being cancelled or terminated, and all guests being asked to leave the premises and/or be subject to legal action.

The renter must provide general supervision and control over all activities and people to prevent injury or damage. A designated Point of Contact must be named, identified and on-site for the entire rental, which includes set-up and tear down. The rental contract must identify a phone number where the renter can be reached prior to and throughout the rental period, including the day of.

Renters are responsible for leaving the facilities in the same shape in which they were upon their arrival. This includes basic cleaning and removal of trash. Trash can be disposed of in the dumpster on the east parking pad at Sunset Hill Farm. For rentals at Brincka Cross Gardens, Renters must take trash with them when they leave.

The renter is financially responsible for any damage to, or the need for excessive cleaning of, the facility, or for cleaning related to the improper use of the facility, park grounds or amenities that may be caused by the renter or someone from their group. Costs for excessive cleaning and damages will be assessed by park staff upon the completion of the rental.

Porter County Parks is not responsible for providing any amenities the day of the event that were not explicitly agreed to at the contract confirmation meeting 15 days prior to the event. Chairs and tables for the event can only be guaranteed (up to 40 chairs and 10 tables) if the renter includes the needs in the "notes" section of the rental agreement. Chairs and tables are available on a first come first served basis and must be confirmed with staff to guarantee they will be available for a rental.

If additional/different tables or chairs are needed, arrangements must be made with an outside rental company by the renter and park staff must be made aware of the arrangements. If any outside equipment rentals will be dropped off or picked up at any time outside the agreed upon rental time prior arrangements must be made in writing with Park Staff.

It is important to note that, unless previously agreed upon and reserved, staff are not always on the premises during a rental. If a renter requires a staff member to be present there is an additional fee and all arrangements must be made prior to the rental date.

Porter County Parks Responsibilities

The Porter County Parks Department agrees to make the facility rented available and accessible for the time designated on the rental agreement. All facilities are cleaned prior to the rental. If a rental has requested tables and/or chairs, they will be available in the facility. Porter County Parks and Recreation is not responsible for set up of chairs and tables, only their availability.

Though a rented facility will always be kept available for the date of rental, Porter County Parks & Recreation reserves the right to alter our properties at anytime. Due to the nature of our Department, we have several ongoing projects that may alter the appearance and amenities of the surrounding park and facility.

Access Prior to Rental Date

Porter County Park staff will do everything they can to make the facility accessible to an individual to view and tour prior to the event at no extra charge. If a renter wishes to access the rental site the day(s) leading up to an event for decorating, set up, rehearsal, etc., all arrangements must be cleared with Porter County Parks Staff prior to access. An additional fee may be charged for use of the facility in the day(s) leading up to the event.

Alcohol

All consumption and sale of alcohol on any park property must be in line with all city, state and federal regulations, ordinances and laws pertaining to the issue. It is the renter's responsibility to be aware of these laws and ensure that all precautions are being made and that their practices are fully within the standards of the law. Porter County Parks is not liable for any damage, injury or harm that comes from the sale or consumption of alcohol on the park grounds and the renter will be held responsible.

If renters anticipate serving or selling alcohol of any kind at their program, activity, event etc., they must alert Porter County Parks staff prior to making all legal and logistic arrangements. Porter County Parks reserves the right at any time to deny a renter the privilege of service or sale of alcohol on park property.

Parking

Sunset Hill Farm

Public parking is available in the general lot of Sunset Hill Farm County Park to accommodate most events and rentals. This lot however, is not for exclusive use of the renter and must be shared with other park visitors. If additional parking is required, renters can arrange for use of the South Field with Porter County Parks staff during their rental arrangement meeting.

Brincka Cross Gardens

Parking is available along the driveway of Brincka Cross Gardens and along the street adjacent to the property. Renters and their guests are responsible for the safety of themselves and their vehicles and must park at their own risk.

General

If security or guidance of any kind is required for parking, including designation of additional handicap spots, for events, it is responsibility of the renter to arrange for such services.

Security

Security for any and all events is the responsibility of the renter and must conform to all city, state and federal regulations, ordinances and laws.

Vendors/Catering

If a renter has a private rental, they can prepare the food on site for private consumption at the rental. If the rental is for a public event, or if food is to be sold as part of admission or separately, the renter needs to secure any and all permits required by the Health Department or any other government or legal entity. If a renter hires a caterer or vendor for their rental, that individual or entity must have all proper licensing and permits in compliance with city, state and federal regulations, ordinances and laws. It is the renter's responsibility to make these arrangements and alert Porter County Parks staff of their catering/vending plans.

If vendors or caterers need additional electric needs beyond a 110 outlet, renters must let park staff know at least two weeks prior to their rental. There is an additional fee for our staff to adjust electric needs for vendors beyond the standard 110v.

Porter County Parks & Recreation reserves the right to deny any vendors based on utility needs if they are not within the basic capabilities of park staff and facilities.

If vendors are to enter the park or clean up outside of the designated event time, Park Staff must be made aware and prior arrangements must be made and approved at least two weeks prior to the event.

Signs & Decorations

Please consult with facility staff on what types of decorations are permissible. The use of nails, push pins/tacks or staples is not allowed. Duct tape is not allowed

Candles can be used if they are enclosed in a glass container or vase with the flame not exceeding the height of the container.

All signs must be approved by Park Staff prior to the rental. All signage and decorations must be removed and cleaned up immediately following the event. Failure to do so could result in additional charges or forfeiting the return of a damage deposit.

For an additional fee, if you would like your event featured on the Park Department's permanent sign (Hwy. 6 & Meridian), arrangements must be made with Porter County Staff, in addition to an additional fee being charged. Inclusion on sign is subject to availability and staff approval.

Cancellations & Refunds

Cancellations must be made within 30 days of the rental date to receive a refund of any fees and deposits paid. Cancellations made less than 30 days before the rental date forfeit their right to a refund.

Exclusive Use of Park

Exclusive use of the park grants the renter access to all facilities within the park and there will be no other rentals made on the designated date to other parties (unless previously arranged with the renter). All Porter County Parks are public facilities, unless previously arranged and agreed upon by park staff, a renter does not have the right to deny the public access to the park under any circumstance. If a renter wishes to charge an access fee for their event, prior arrangements must be made with Park Staff. Public wishing to enter the park on a day of such an event, for alternate purposes, should be permitted free of charge, unless alternative arrangements are made with Park Staff prior to the event. No parking areas or other public access points to the parks can be blocked off to the public for any rental unless previously discussed and agreed upon in writing by the Park Staff. All requests for exclusive use must be made to the Parks Department at least 30 days prior to the event date.

By signing this document you agree to abide by all policies of Porter County parks and Recreation as set forth in this document.

Signature: _____ Date: _____