



Board of Parks and Recreation

300 West Lincoln Street
P.O. Box 29
Nappanee, IN 46550-0029

Municipal Center
Phone: (574) 773-2112
Fax: (574) 773-5878

WEST PARK PAVILION RENTAL APPLICATION

Date to be used _____

Rentals are available from 8:00 AM to 11:00 PM. Please mark which room you would like to rent.

_____ **Non-Resident Fee** (If your address is not within the City limits, an additional fee will be added) \$25.00

_____ **Large Room** (seating capacity is 200 at tables wall to wall plus 3 food tables. If space is needed for dance floor or empty area, a reduction in seating capacity is necessary.)

Refundable Rental Deposit \$100.00

Must be paid with application to reserve your date

Rental Fee \$250.00

Must be paid at least 1 week prior to rental date

Not-For-Profit Rate Weekday \$50.00
Weekend \$100.00

_____ **Meeting Room** (seating capacity is 64 at tables wall to wall plus 2 food tables. If space is needed other areas, a reduction in seating capacity is necessary.)

Refundable Rental Deposit \$100.00

Must be paid with application to reserve your date

Rental Fee \$125.00

Must be paid at least 1 week prior to rental date

Not-For-Profit Rate Weekday \$50.00
Weekend \$100.00

Will you need use of kitchen? _____

Name of responsible party: _____

Address: _____ Phone: _____

Type of use: _____ Attendance expected: _____

Arrival time for rental: _____ Departure time for rental: _____

I have received a copy of and read the rental policy and understand that I am responsible for any damage resulting from my use of the West Park Pavilion.

Signature of responsible party: _____

Note: The Pavilion is reserved by the first money to arrive. You will receive written confirmation when the building is paid in full. We highly recommend you not advertise or send invitations to your event until you have the confirmation in hand. Please make checks payable to the City of Nappanee and bring or mail to 300 W. Lincoln St/PO Box 29, Nappanee, IN 46550. For any questions, please call 574-773-2112.



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WEST PARK PAVILION RENTAL POLICY

1. Reservations
 - a. A rental deposit is required to reserve the pavilion. 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 in full one (1) week prior to the date of use. 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. 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, Christmas Eve, Christmas Day.

2. Renters Responsibilities
 - a. A responsible adult must be present at the pavilion at all times during the rental period.
 - b. Renters may be allowed access the day before schedule rental IF the room is not rented and only with authorization from Park staff.
 - c. 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.
 - d. The pavilion and property are owned by the City of Nappanee. Alcoholic beverages are strictly prohibited.
 - e. 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 or other building areas. Tape MAY NOT be used to fasten decorations to drywall.
 - f. 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 left outside 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. Tables and chairs should be returned as you found them. If they were already set up, you may leave them up. If they were on carts, you must return them to their carts.

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. Depending on rental date, it may take a few weeks for a check to be issued and your deposit returned.