

RENTAL REQUIREMENTS & RULES OF USE FOR INDOOR FACILITY RENTALS

Please read the RULES OF USE, initial the bottom, return with your signed permit promptly, and keep a copy for your records. Should you have any questions, please contact us. We appreciate your patronage and wish you a most enjoyable event.

If the renter provides alcohol, he/she must pay an additional \$200 refundable deposit; obtain host liquor liability insurance naming Noblesville Parks & Recreation as additional insured, a Temporary Beer & Wine Permit and licensed bartender. If a caterer provides alcohol, a copy of their liquor license, proof of insurance and temporary permit is required and the renter is responsible for the additional \$200 refundable deposit. (NO KEGS ALLOWED) Deposit refunds will be returned in the form of a check from the City of Noblesville within 45 days of rental.

A cancellation made more than 60 days prior to your event is fully refundable or may be rescheduled for up to one year to date from your original rental date based on availability. Cancellations made 30-60 days prior to your event will be fully refunded, less the facility deposit. Cancellations made 29 days up to the day prior to your event will not be refunded.

1. Your scheduled rental time MUST be confirmed 2 weeks prior to your event. NO changes will be made during that time frame. YOUR PURCHASED (scheduled) TIME needs to include any/all setup/cleanup time including outside vendor setup.
2. DO NOT block exits per Indiana State Fire Marshal. DO NOT park in the circle drive in front of the buildings, except for loading and unloading, as this area must be clear for emergency vehicles.
3. SMOKING IS NOT PERMITTED inside Park buildings. Cigarette receptacles are provided outside for the convenience of guests who smoke. Per Indiana State Law; you must stand at least 8' from building doors.
4. CANDLES ARE NOT PERMITTED. However, you may use them on a birthday cake or a wedding unity candle. Electric candles are encouraged as a decorating alternative.
5. If using balloons for decorating, they must ALL be removed after the event.
6. If you have the Lodge, Overlook Room or Green Room rented, you will need to provide your own Audio Visual Equipment. If you have the Main Room rented, you MUST make arrangements in advance and pay all applicable fees/deposits if you are interested in renting the Audio Visual Equipment.
7. The use of GLITTER and/or CONFETTI (such as little bells, hearts and script) is NOT permitted.
8. DO NOT put anything on the walls, ceilings and/or rafters. DO NOT nail or tack anything to the woodwork or tables. You MAY use scotch/masking tape on the woodwork and windows.
9. FOG MACHINES ARE NOT PERMITTED IN THE BUILDINGS.
10. You are expected to sweep up any trash or excessive crumbs, clean up any spills off the floor and/or on the tables. We recommend that table covers be used.
11. You are expected to empty all trashcans at the end of your rental. Staff onsite can provide you with replacement bags. Trash receptacles are located in the parking lot of each facility.

12. You MAY NOT bring anything in the day before your event unless you rent the space for that day as well.
13. Nothing may be left in the facility after your event. This includes all personal items and items that may have been rented. Responsibility falls to the renter of the facility, not the contractor who has items in the building. Noblesville Parks is NOT responsible for items that may be left on the premises.
14. Linen tablecloths SHALL NOT BE IRONED ON THE TABLES! This will ruin the tables. Table replacement is \$300 each, of which the renter will be responsible for if this occurs.
15. Trashcans in the facilities are NOT to be moved/removed. If you would like them in a different location, please make the park office aware when you complete your floor layout and maintenance will take care of it.
16. If you use any of the kitchen amenities (stove/oven where applicable, microwave, warming oven, etc.) you are responsible for cleaning them at the end of your rental.
17. DO NOT STACK CHAIRS.
18. Doors at The Inn and Lodge ARE NOT TO BE PROPPED OPEN unless unloading or loading. If you have the Green Room rented you have the option to open the glass accordion door.
19. If you have The Inn or Lodge rented, tables and chairs ARE NOT TO BE TAKEN OUTSIDE. If you have the Green Room rented, you may request tables and chairs to be setup on the Overlook Patio as long as weather allows.
20. Grills ARE NOT TO BE PLACED on the Lodge deck, the Inn porch or the Green Room Overlook Patio.
21. If renting space within the Forest Park Inn, please be aware that this is a multi-room facility and you may have to share the space and amenities. Please be considerate of other guests using the facility. Also, if your party is having a DJ and someone rents the other room, please try to control the volume so that the other party does not have to experience your party.
22. Park Staff will do a pre/post event walkthrough noting the conditions or any damage that might be present to the facility. Understand that the final determination of the facility deposit refund will be made after a final inspection by maintenance and the Facility Coordinator the day following your event and is NOT solely based on the Facility Monitor report or comments.
23. If you fail to meet any of the policies or rules listed above, YOU WILL AUTOMATICALLY LOSE YOUR \$200 FACILITY DEPOSIT AND WILL BE RESPONSIBLE FOR ANY AND ALL ADDITIONAL DAMAGE/EXCESSIVE CLEANUP caused to the facility due to failure to uphold these policies.

PLEASE INITIAL _____

DATE _____