

# RENTAL REQUIREMENTS FOR USE OF PARK SHELTERS

Please read the "RULES OF USE" and 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.

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 receive a 50% refund. Cancellations made 29 days up to the day prior to your event will not be refunded.

## RULES OF USE

It is the responsibility of the renter to advise all persons who are assisting in their event of the following rules. The RENTER holds full responsibility under the contract.

1. DO NOT nail/tack/staple anything to the tables, trees, and/or post/beams of the shelter.
2. DO NOT move/remove tables. If you move/remove them you are responsible for moving them back to their original location.
3. DO NOT pull trash bags from the provided receptacles and leave next to the cans as park wildlife will destroy the bags and scatter trash. Our maintenance staff will remove all trash bags for you after your event.
4. If you are planning to have a bounce house/dunk tank or any other carnival like game/s you MUST notify the Parks Department Facility Coordinator ahead of time. Depending on what you are using, a generator may be required along with a water use fee for the dunk tank.
5. If renting the shelter/events lawn at Dillon Park, You MAY NOT use stakes to anchor anything. You must use sandbags or other alternatives.
6. Petting Zoo's/Pony Rides are NOT permitted.
7. ALL DOGS MUST BE ON A LEASH AND UNDER THE CONTROL OF THE OWNER AT ALL TIMES, per City of Noblesville Ordinance.
8. Golf carts are not allowed without prior approval from Park Management.
9. You MUST inform the Parks Department Facility Coordinator in advance if you will be serving alcohol. If you are, you must have proper insurance on file with us. If alcohol is provided by the renter, he/she must obtain host liquor liability insurance naming Noblesville Parks & Recreation as additional insured and a Temporary Beer & Wine Permit. If a caterer is providing alcohol, a copy of their liquor license, proof of insurance and temporary permit is required. (NO KEGS ALLOWED)

PLEASE INITIAL \_\_\_\_\_

DATE \_\_\_\_\_