

Lou Dennis Community Park Event Room Rental Facility Terms of Use

Rental Rate

Splash Pad Opening Day to Closing Day:

10am-2pm: \$100.00 + 7% Sales Tax (\$107.00) per day

3pm-7pm: \$100.00 + 7% Sales Tax (\$107.00) per day

10am-7pm: \$190.00 + 7% Sales Tax (\$203.30) per day

Off Season (While Splash Pad Closed) – All Day Rental 10am – 7pm

Dawn to Dusk: \$150.00 + 7% Sales Tax (\$160.50) per day

Reservations

To check availability or reserve a date, please email abalboni@newburgh-in.gov or call 812-853-1720.

The Town of Newburgh requires a signed Terms of Use and full rental fee 14 days from the date the reservation is made.

The Town of Newburgh reserves the right to cancel an event if the signed Terms of Use and rental fee is not received within 14 days from the date the reservation is made.

Rental of the space is not dependent upon weather or operation of the splash pad.

Must be 21 years of age to reserve the building – Proof of age required.

Cash, checks or credit cards are accepted. Fee may apply to credit card transactions.

Damage Deposit

A damage deposit of \$100.00 is required for all rental events. The damage deposit is not liquidated damages and the Renter's liability for damages is not limited to \$100.00.

The Renter agrees to assume financial responsibility for any damage to the facility or loss, including theft of objects or property belonging to the Town of Newburgh, and for any personal injury incurred on the premises, caused in whole or in part by any act or omission of the Renter and/or its guests, invitees or agents.

The damage deposit will be retained if a disturbance should occur during the use of the building and adjoining property which would result in the intervention of the Police Department, Town Hall, Parks Board or any other public agency.

The damage deposit will be refunded to the Renter within thirty (30) business days after the event provided no damage occurred, no excessive clean-up was required, the Renter and the

Renter's guests adhered to all the terms of use and the rental keys were returned. The Town of Newburgh has sole discretion to partially or completely retain the damage deposit.

Indemnification

The Renter agrees to indemnify and hold harmless the Town of Indiana, its employees, agents, vendors, and subcontractors, against any and all losses, claims, actions, suits, costs, damages and liabilities arising from the act or omission of the Renter or Renter's employees, agents, vendors, subcontractors, and event guests, or from the use of the facility, except that which results from gross negligence or willful misconduct of Town of Newburgh, its employees, vendors, agents or subcontractors.

Permits

The Renter is responsible for obtaining and paying for any special licenses, fees or permits required for lawful use of the facility.

Cancellation

Rental of the space is not dependent upon weather or operation of the splash pad. It will be up to the Renter, not the Town, to watch incoming weather. Any closures of the splash pad will be communicated to the Renter, as soon as reasonably possible.

A renter can move an event more than 48 hours prior or cancel an event more than 48 hours prior to get the rental fee refunded in full.

If the Renter cancels or moves an event less than 48 hours prior to the event an additional \$40.00 administration fee will be added.

The Town of Newburgh may cancel an event if the property has become unsafe or unsuitable for use due to natural disasters or conditions beyond our control.

In such conditions, at the Renter's option, the event may be rescheduled on a mutually acceptable date. If a date cannot be established or if the Renter opts not to reschedule, The Town of Newburgh will refund all payments received.

Force Majeure: Performance of this Agreement is subject to acts of GOD, war, government regulation (including governmental advisories, quarantines and curfews), disaster, fire, terrorism or any other extraordinary occurrence taking place which would make it impossible or inadvisable for the parties to perform their obligations under this Agreement.

Facility Access

- Key code access is given once the application, damage deposit and rental fee has been sent to the Town.
- For the 10:00 a.m. – 2:00 p.m. rental - access to the facility is at 10:00 a.m. on the day of the rental.
- For the 3:00 p.m. – 7:00 p.m. rental – access to the facility is at 3:00 p.m. on the day of the rental.
- For the 10:00 a.m. – 7:00 p.m. rental - access to the facility is at 10:00 a.m. on the day of the rental.
- You must be out of the facility by your designated time

- At the end of your rental, all persons, decorations, food, and any personal items must be out of the facility. Anything left in facility will become property of the Town of Newburgh and at the discretion of the Town Manager, the deposit could be forfeited.
- If access is needed the night before to set up or the next day to be cleaned up, the facility must be rented for that day (s).

Going in before the allowed access or staying past the allowed access will result in losing the damage deposit.

Decorations

Decorations cannot be adhered in any way to any building surface. Cost of repair or cleaning or any marks or damages to the facility as a result of Renter's decoration will be deducted from the Renter's damage deposit.

Candles are strictly prohibited. Battery operated candles are acceptable.

Smoke effects, explosives or pyrotechnics (including sparklers), confetti, glitter, rice, birdseed, straw/hay and silly string are prohibited inside and on the grounds of Town of Newburgh. Bubbles may only be used outside and are strictly prohibited inside the building.

Live animals, except for service animals, may not be brought on the premises.

The Town of Newburgh is not responsible for any decorative items left on site after an event.

Features

- Capacity 40
- Completely ADA accessible
- 8 Tables
- 40 Chairs
- Refrigerator with freezer
- Sink and Counter Space
- Air Conditioned and Heated

Cleaning

- Floors swept clean. Please clean up all spills immediately.
- Food removed from refrigerator and freezer and spills cleaned.
- Trash placed in receptacles.
- Tables and chairs cleaned and wiped off.
- Facility returned to the Town in the same condition Renter received it.

Cleaning supplies, trash bags, and paper towels are located under the sink.

Services

The Town of Newburgh provides cleaning and maintenance services prior to and after the event in public spaces, restrooms and reserved event space. The Town of Newburgh may assess the Renter additional fees or hold the damage deposit should the premises require excessive post-event cleaning.

All parking spaces are public spaces and renters cannot block off spaces for an event.

The Town of Newburgh does NOT provide linens, glassware, tableware, flatware, cutlery, or paper products.

“Private Event” signs are located within the event room, to be placed at the doors to the event room, if desired.

Smoking All Newburgh parks are smoke-free. Smoking is prohibited both inside and on the grounds.

Alcohol Alcohol is prohibited in Lou Dennis Community Park.

Park Access Rental of the Lou Dennis Community Park Event Room does not mean rental of the park or the splash pad area. Public access to the park, splash pad or any other amenity on park property cannot be blocked nor can the outside public bathrooms located in the park be closed off to the public.

Renters may still use the park during their rental but must remember the park is still open to the public.

Erecting any structures, tents or inflatables must get Parks Board approval. Parks Board meets the first Thursday of each month.

Park Address 402 Park Drive, Newburgh, IN 47630

Mailing Address P.O. Box 6, Newburgh, IN 47629

Town Hall Address 23 West Jennings Street, Newburgh, IN 47630

Town Hall Fax 812-853-1727

Emergency Contact Information

Town Hall	Monday – Friday 8:00 a.m. to 4:00 p.m.	812-853-1720
Gerald Bowser	Maintenance Superintendent	812-480-0096
	Maintenance After Hours	812-893-2690
Andrea Balboni	Facilities Coordinator	812-202-3103

Newburgh Department of Parks and Recreation
Application Permit for Rental
Lou Dennis Community Park Event Room
Located at Lou Dennis Community Park
402 Park Dr. Newburgh, IN 47630

Rental Date Requested: _____ Time Requested: _____

Type of Function: _____ Estimated Number Attending: _____

Applicant's Name and/or Organization: _____

Address: _____

Phone Number: _____ Email Address: _____

Your authorized signature below signifies that you have read and understand all of the foregoing terms and conditions and agree to abide by them.

Authorized Signature

Date