



Control Building No. 47

Old Lock and Dam Park - 525 State Route 662, Newburgh, IN

Facility Terms of Use

Reservations

Reservations are made by calling Newburgh Town Hall at 812-853-1720 x 4 or emailing rentals@newburgh-in.gov. The requested date, if available, will be held with a name and phone number for fourteen (14) days. Within the fourteen days, the Town of Newburgh requires a signed Terms of Use Application and damage deposit to continue holding. If the application and damage deposit is not received within fourteen (14) days the reservation date is released.

Must be twenty-one (21) years of age to reserve the building.

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

Damage Deposit

A damage deposit of \$100 is required for all rentals. The damage deposit is not liquidated damages and the Renter's liability for damages is not limited to \$100.

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 or Sheriff's departments, Town staff, Newburgh Parks Board or any other public agency.

The damage deposit will be refunded to the Renter 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.

Rental Rate

The full rental rate is due seven (7) days before the rental date.

\$250.00 + 7% Sales Tax (\$17.50) = \$267.50

Insurance

The Renter shall file with the Town of Newburgh a one-million dollar (\$1,000,000) certificate of liability insurance naming Town of Newburgh as 'Additional Insured' for the time period of the event.

If alcohol is served, insurance coverage provided must include liquor liability coverage.

A certificate or other acceptable proof of insurance shall be delivered to the Town of Newburgh not later than seven (7) days prior to the event. Failure to provide proper documentation can result in cancellation of the event by the Town of Newburgh.

If a commercial/professional caterer, vendor, or subcontractor is utilized by Lessee during the rental, the caterer, vendor or subcontractor shall also provide a certificate or other acceptable proof of insurance naming the Town of Newburgh as 'Additional Insured'.

Indemnification

The Renter agrees to indemnify and hold harmless the Town of Newburgh, 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. The Town of Newburgh requires a copy of all licenses, fees and/or permits obtained.

Alcohol Permits - If serving beer or wine at the event, the Renter must obtain a Temporary Beer and Wine Permit from the State of Indiana. Instructions and permit application can be found at: <http://www.in.gov/atc/2409.htm>.

If serving liquor, you must have a licensed alcoholic beverage caterer. No one under the age of 21 years shall possess or consume alcohol on the premises.

The Town of Newburgh requires a copy of all temporary beer and wine permits or proof of licensed alcoholic beverage caterer.

Cancellation

If the Renter cancels an event more than thirty (30) days prior to the event, the rental fee will be refunded in full.

If the Renter cancels an event less than thirty (30) days prior to the event the rental fee will be refunded minus a thirty dollar (\$30) administration fee.

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

The Town of Newburgh utilizes lock boxes for facility access. Lock box codes will be given out the day of your rental, unless your rental falls on a Saturday or Sunday. Weekend rentals will get lock box codes for their rental on the Friday before their rental. If the lock boxes are not utilized, a key will be available for pick up at Town Hall (23 W. Jennings Street) between 9:00am - 3:00pm the day of your rental or on Fridays for weekend rentals.

Access to the facility is at 10:30am on the day of the rental and you must be out of the facility by 3:00am the following morning. At 3:00am all persons, decorations, food, and any personal items must be out of the facility. Anything left in the facility will become property of the Town of Newburgh and at the discretion of the Facilities Coordinator, the deposit could be forfeited.

If access is needed the day before or day after the rental, the facility must be rented for that day(s). Accessing to the facility before or after the rental will result in forfeiting the damage deposit and full rental fee will be charged to the Renter.

Rental Key Return

If lock boxes are used to gain access to the facility, keys should be placed back into the lock boxes at the end of the rental. If keys are picked up at Town Hall, they should be returned the next day, or by Monday for weekend rentals. Failure to return keys in the appropriate time frame will result in loss of the damage deposit.

Facility Features

- Approximately 850 square feet of gathering space in main room
- Completely ADA accessible
- Seating capacity 50
- Two restrooms
- Full Kitchen
 - Stove/Oven
 - Refrigerator
 - Microwave
 - Sink
 - Counterspace
- Twelve (12) six foot (6') rectangle tables
- Fifty (50) metal folding chairs
- Cleaning supplies, trash bags, and toilet tissue
- Backdoor access to boat ramp
- Internet Access
 - WIFI Password: 8128533578
- Parking is limited but available in the public spaces located out front. All parking spaces located out front of the facility are public spaces cannot be blocked off for an event. Parking on the esplanade is only allowed by special permit.

Cleaning

- Floors swept clean. Please mop all spills immediately.
- Food removed from refrigerator and freezer and spills cleaned.
- Appliances cleaned and wiped out.
- Trash placed in trash bags and left inside the front door.
- Tables and chairs cleaned and wiped off. All tables and chairs that are used for the event must be left downstairs. Any chairs or tables no used for the event may be stored upstairs and may remain upstairs.
- Restrooms picked up.
- Facility returned to the Town in the same condition Renter received it.

Park Access

Old Lock and Dam Park is a public park. The green space on either side of the Control Building No. 47 is not part of the facility rental. Rental of the building does not mean rental of the park. Public access to the park cannot be blocked nor can the outside public restrooms located in the park be closed to the public.

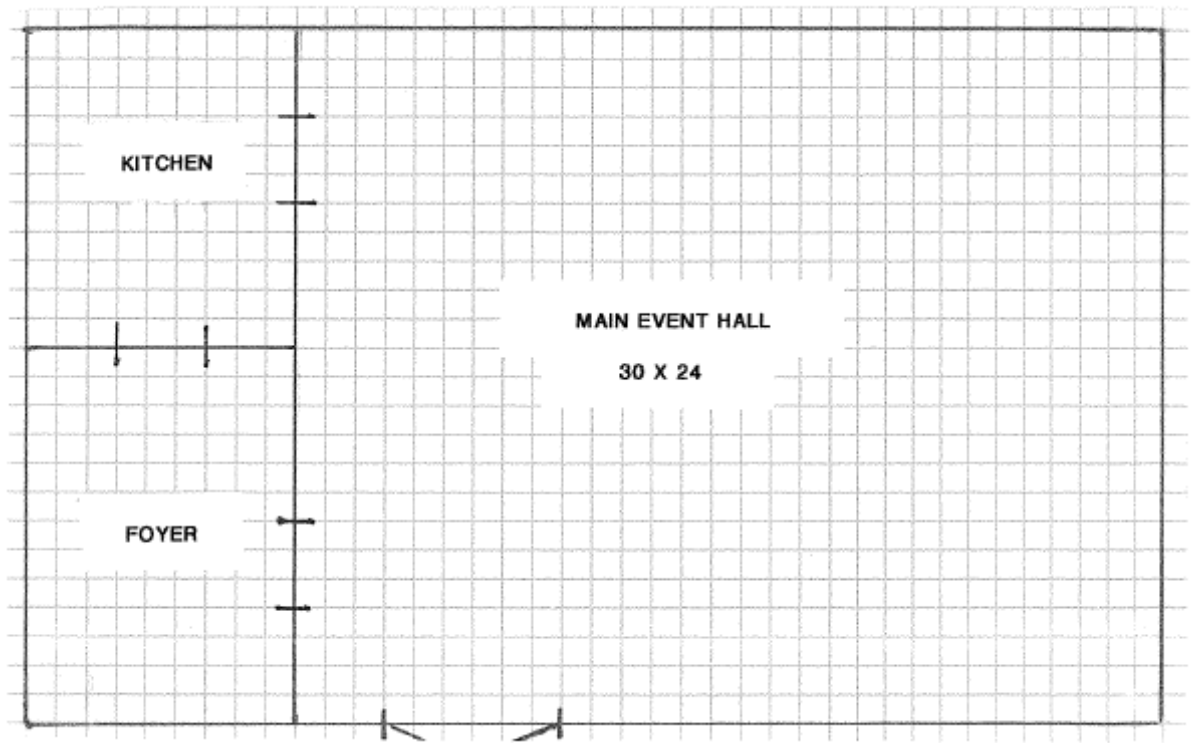
Renters may still use the park during their rental but must remember the park is still open to the public.

Erecting any structures, tents, or inflatables must get approval from the Facilities Coordinator prior to the event.

Rental Rules

- Renter agrees to abide by all policies and regulations of the Control Building No. 47 Terms of Use.
- The Facility Use Application must be completed in full.
- Renter must be present at the function.
- Renter is responsible for all setup, take down and cleanup of the facility. Table coverings, plates, bowls, cups, etc. are not provided.
- Renter agrees to leave the facility in a cleaned state, approved by Town of Newburgh employee. If facility is not left in clean state, the damage deposit will be forfeited.
- Under no circumstances may anybody nail, staple, glue, or tack decorations to ceilings or walls.
- Tape or adhesive hooks may be used on the exposed brick or windows but must be completely removed.
- 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 the facility.
- Bubbles may only be used outside and are strictly prohibited inside the building.
- Should there be any loss, breakage, damage in or to the facility; an estimate for repair will be obtained by a Town employee. The deposit will be applied to charges to extent there is sufficient deposit. If the deposit is inadequate, Renter will be solely responsible for the remaining balance.
- Any children under 18 years of age must be supervised by an adult at all times.
- Live animals, except for service animals, may not be brought on the premises.
- Structures, tents, or inflatables approved by the Facilities Coordinator that require stakes must get the utilities marked and can only be setup the day of the rental.
- The Town of Newburgh Parks System and all facilities within the park system are tobacco free.
- No illegal drugs are permitted on the property at any time.
- No firearms are permitted on property unless approved by Newburgh Town Council.
- If alcoholic beverages are to present; Renter shall adhere to the provisions under Permits
- Food Trucks are permitted for events and do not need a Town of Newburgh permit unless they are also selling to the public.
- Fire pits and grills are permitted on concrete areas only and need Facilities Coordinator approval before.

Floor Plan



Facility Address

525 State Route 662, Newburgh, Indiana 47630

Newburgh Town Hall

The Application, Damage Deposit, Payment and Keys can be picked up and dropped off at Newburgh Town Hall.

Newburgh Town Hall
Monday - Friday
8:00am - 4:00pm

23 W. Jennings Street, Newburgh, IN 47630
812-853-1720 (Phone)
812-853-1727 (Fax)

If dropping off an application, payment or key before or after Town Hall opens, the items can be placed in the two drop boxes located at Town Hall. The first is on Jennings Street located next to the Employee Only door and the second is the Utility box located in the landscape circle next to the American flag. Drop boxes are checked multiple times throughout the day.

Contact Information

Rental Coordinator	Monday - Friday 8am - 4pm	812-853-1720 x 4
Gerald Bowser	Maintenance Superintendent	812-480-0096
Andrea Balboni	Facilities Coordinator	812-202-3103

The Town of Newburgh does not have weekend or on-call staff. If a problem arises, please contact Gerald Bowser or Andrea Balboni and they will get back to you at their earliest convenience.



Control Building No. 47

Old Lock and Dam Park - 525 State Route 662, Newburgh, IN

Facility Use Application

Event Name

Date of Event

Estimated # Attending

Type of Function

Will alcohol beverages be present?

No

Yes

Permit Number

Type of alcohol: **Beer** **Wine**

Licensed Caterer

Liquor

Will you have food trucks at the event?

No

Yes

Food Truck Names

Will the food truck(s) be open to the public?

No

Yes

Permit Number

Will you be using the outdoor space?

No

Yes

If using the outdoor space, will you be setting up any structures, tents or inflatables?

No

Yes

Description

Does the structure, tent or inflatable require a utilities mark out?

No

Yes

Name of company setting up structure, tent or inflatable:

Setup Date:

Take Down Date:

Will you be bringing and using a grill? **No** **Yes**

Will you be bringing and using a fire pit? **No** **Yes**

Renters Name

Company Name or Organization (if applicable)

Address

City

State

Zip

Phone Numbers

Email

I understand if it is found the above information is untrue and/or usage is other than stated, my deposit could be forfeited. I have read and understand the Facility Terms of Usage and Facility Rules. I understand I am solely responsible under the stipulations of those rules. The rules have been explained to my understanding regarding alcohol usage.

Renter Signature

Date

Office Use Below

Deposit Method: _____
Cash/Check/Card Date

Payment Method: _____
Cash/Check/Card Date

Incode Permit Number: _____