



Lockmaster Cottages

Old Lock and Dam Park - 516 & 524 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 key(s) were returned. The Town of Newburgh has sole discretion to partially or completely retain the damage deposit.

Innkeepers Tax

In addition to the seven percent (7%) sales tax, all Lockmaster Cottage rentals will also be charged a five percent (5%) Innkeepers Tax. Established in 2016 by Warrick County, the tax is applied to all room rates at hotels and bed and breakfasts for guests staying less than thirty (30) days.

Rental Rates

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

One Night

\$250.00 + 7% Sales Tax + 5% Innkeepers Tax = \$280.00

Two or More Nights (price is per night)

\$205.00 + 7% Sales Tax + 5% Innkeepers Tax = \$229.60

Week Rate (7 nights)

\$1,076.25 + 7% Sales Tax + 5% Innkeepers Tax = \$1,205.40

Pets

Pets weighing fifty (50) pounds or less are allowed in the West Lockmaster Cottage only.

Additional Damage Deposit = \$100.00 per pet

Additional Charge = \$25.00 per day per pet

Service animals are exempt from these requirements.

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.

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.

Check-in Time = 3:00pm

Check-out Time = 11:00am

All persons, decorations, food, and any personal items must be out of the facility at the time of check-out. 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

- Completely furnished 2-story, 3-bedroom home
- Completely ADA accessible
- Sleeping capacity = Eight (8)
- Downstairs
 - Living Room
 - Television
 - Full Size Murphy Bed (linens provided)
 - Couch and Two Chairs
 - Dining Room with Dining Table to sit Eight (8)
 - Full Bathroom with Shower (towels provided)
 - Fully Stocked Kitchen
 - Stove/Oven
 - Refrigerator
 - Microwave
 - Sink & Counterspace
 - Coffee Maker
 - Dishes, flatware, pots, pans & cooking utensils
- Upstairs
 - Full Bathroom with Tub/Shower (towels included)
 - Three (3) Bedrooms (Linens Provided)
 - Room 1 - Queen Bed, Closet, Dresser, Night Stands
 - Room 2 - Full Bed, Closet, Dresser, Night Stand
 - Room 3 - Two (2) Twin Beds, Closet, Dresser
- Internet Access
 - WIFI Password: Newburgh#1
- East Cottage - Washing Machine and Dryer available in Basement
- East and West Cottage Basement - Emergency Storm Shelters
- Parking is available on both sides of the Lockmaster Cottages but parking is open to the public. Overnight parking passes are required for all cars left in the park after dusk.

Emergency Storm Shelter

Both East and West Lockmaster Cottages are equipped with Emergency Storm Shelters located in the basement. Basement access is through the bulkhead located on the backside of the cottages. These areas are for emergency situations only and are not extra rooms, storage or community space.

Cleaning

- Floors swept clean. Please mop all spills immediately.
- Food removed from refrigerator and freezer and spills cleaned.
- Appliances cleaned and wiped out.
- All dishes are washed and replaced in cabinets.
- Trash placed in trash bags and left outside the back door.
- Facility returned to the Town in the same condition Renter received it.
- Cleaning supplies, trash bags, and extra toilet tissue are located in the kitchen.

Park Access

Old Lock and Dam Park is a public park. Rental of the building does not mean rental of the park. Public access to the park cannot be blocked. Renters may still use the park during their rental but must remember the park is still open to the public. The park is open from dawn to dusk and signs are posted within the park. While renting, if cars or people are in the park after dark, you may call the police.

Emergency - Please dial 911

Non-Emergency - Please dial 812-897-1200

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 Lockmaster Cottage Terms of Use.
- The Facility Use Application must be completed in full.
- Renter must be present during the rental.
- Renter is responsible for the cleanup of the facility.
- 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, tape, staple, glue, tack or use adhesive hooks to hang decorations to ceilings or walls.
- 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.

**Rental Rules
Continued**

- If alcoholic beverages are to present; Renter shall adhere to all State guidelines. No one under the age of 21 may consume any alcoholic beverages.
- 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.

**Facility
Address**

West Lockmaster Cottage: 516 State Route 662, Newburgh, IN 47630

East Lockmaster Cottage: 524 State Route 662, Newburgh, IN 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	23 W. Jennings Street, Newburgh, IN 47630
Monday - Friday	812-853-1720 (Phone)
8:00am - 4:00pm	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.



Lockmaster Cottage

Old Lock and Dam Park - 516 & 524 State Route 662, Newburgh, IN

Facility Use Application

Check-In Date Check-Out Date

Cottage Preference: **East** **West** (We will try to accommodate all requests)

Number of Guests Staying Overnight Number of Overnight Parking Passes

Are you bringing a pet? **No** **Yes** If Yes, how many pets?

If Yes, Types of Pet and Weight

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**

Will you have food trucks? **No** **Yes** Food Truck Names

Will the food truck(s) be open to the public? **No** **Yes**

Permit Number

East Lockmaster Cottage Renter Only

Will you require access to the Washer and Dryer?

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: _____ Key Number(s) _____

Number of Overnight Parking Passes: _____

Cottage Rented: East West Both