



Lou Event Room

Lou Dennis Community Park - 402 Park Drive, 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 Times

The Lou Room is rented year round (10am - 7pm), but the park is only staffed during summer break (according to the Warrick County School Corporation calendar). While staffed the room can be rented all day (10am - 7pm) or in four-hour increments (10am - 2pm) or (3pm - 7pm). When not staffed, the room is only rentable all day (10am - 7pm).

Rental Rates

In-Season Rates (when park is staffed)

- All Day Rental = 250.00 + 7% Sales Tax (\$17.50) = \$267.50
- Four Hour Increment = \$130.00 + 7% Sales Tax (9.10) = \$139.10

Off Season (when park not staffed)

- All Day Rental = \$170.00 + 7% Sales Tax (\$11.90) = \$181.90

Splash Pad

The Newburgh Splash Pad is a public facility and is not attached to the rental of the Lou Room. The Newburgh Splash Pad is not to be closed off to the public for a private event and no one can be denied entry to the Splash Pad by the Renter of the Lou Room. Rental of the Lou Room is not dependent upon weather or operation of the splash pad.

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 the 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

While the park is staffed, staff will unlock and lock the event room door for you. When not staffed, a key will need to be picked up from Newburgh Town Hall to access the facility.

Depending on your rental, access to the facility is at 10:00am or 3:00pm and you must be out of the facility by your designated rental time (either 2pm or 7pm). At the end of your rental 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 the facility before or after the rental date or time will result in forfeiting the damage deposit and full rental fee will be charged to the Renter.

Rental Key Return

Keys that are picked up at Town Hall, 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 750 square feet of gathering space
- Completely ADA accessible
- Seating capacity 40
- Eight (8) six foot (6') rectangle tables
- Forty (40) folding chairs
- Cleaning supplies and trash bags
- Refrigerator, Sink and Counter Space
- Air Conditioned and Heated
- All parking spaces located at the facility are public spaces and cannot be blocked off for an event.

Cleaning

- Floors swept clean. Please mop all spills immediately.
- Food removed from refrigerator and spills cleaned.
- All personal items removed from the facility.
- Trash placed in trash bags and left inside by the double doors.
- Tables and chairs cleaned, wiped down, and placed back against the window wall
- Facility returned to the Town in the same condition Renter received it.

Park Access

Lou Dennis Community Park is a public park. The park, playgrounds, Splash Pad, or sports courts are 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 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 Lou Room 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 anyone use tape, nails, staples, glue, or tacks, or adhesive hooks to hang decorations to ceilings, windows 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 the 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.
- Alcohol is prohibited within Lou Dennis Community Park and all facilities located within the park.
- No illegal drugs are permitted on the property at any time.
- No firearms are permitted on property unless approved by Newburgh Town Council.
- 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.

Public or Large Events Events open to the public or any rental with an estimated number over 200 requires a Special Event Application in addition to the Facility Rental Application. Events over 500 requires an emergency management plan from Warrick County Emergency Management.

Facility Address 402 Park Drive, Newburgh, Indiana 47630

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.

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 at the Water Street parking lot in the landscape circle next to the American flag. Drop boxes are checked multiple times throughout the day.



Lou Room

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Facility Use Application

Event Name

Date of Event Estimated # Attending

Rental Time All Day (10am - 7pm) (10am - 2pm) (3pm - 7pm)

Function Type

Renters Name

Company Name or Organization (if applicable)

Address

Phone Numbers

Email

- **Any event open to the public or over 200 requires special approval** (must be received within 6 weeks of the event)
- **Any event over 500 requires an emergency management plan** through the Warrick County Emergency Management Agency (812-8957-6178 / wcema@warrickcounty.gov)

Is the event open to the public? No Yes

Does this event require a Special Event Permit? No Yes

If Yes, Date Received _____

Parks Board Approval Needed? No Yes

Does this event require a emergency management plan? No Yes

If Yes, Date Received _____

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(s)

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

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

Will you be using the green space? **No** **Yes**

If using the green 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:

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: _____

Deposit Refunded?

If not refunded, explain why: _____

