

Michigan City Parks and Recreation Department

Six on the Lake - Michigan City, IN 46360-3293

Phone (219) 873-1506 - Fax (219) 873-1540

Or visit our website - michigancityparks.com

WASHINGTON PARK ZOO – FACILITY RENTAL AGREEMENT 2008

Approved by the Michigan City Park Board _____

Name: _____ Phone: (_____) _____

Address: _____

City, State, Zip: _____

Driver's License Number: _____ State Issued: _____ D.O.B. _____

Place of Employment: _____ Employer's Phone: (_____) _____

Child's Name (for birthday parties only): _____ Age: _____

NOTE: Rentals are for 2 hours only unless an additional hour is paid for (3 hour maximum)

Deck Date: _____ Times: _____ Attendance: _____

Furniture needed _____

CHECK ONE

Private Function: _____ Date: _____ Times: _____ Attendance: _____

Monkey Package

Lion Package

Subject to the following conditions with which licensee agrees to confirm:

- FEES:** Lessor upon payment of reservation fee of \$_____ (rental fee) plus a security deposit of \$50.00, agrees to permit Lessee to have exclusive use of the space described above. The security deposit is refundable 4-6 weeks after the rental date, provided there is no damage done to the facility.
- RESERVATION TERMS:** Reservations must be made a minimum of ten (10) days prior to your requested rental date. Your security deposit along with this signed agreement is due within ten (10) calendar days after making your reservation. Reservations for the following year may be made on or after November 1st of the current year. The balance is due no later than sixty (60) calendar days prior to your rental date. If the balance is not received within the allotted time, the Park Department reserves the right to keep your security deposit, automatically forfeit your reservation rights, and re-open the rental date for usage.
- EDUCATION CENTER CAPACITY/FURNITURE:** The Education Center building capacity is 45 people. There are six picnic tables that seat up to 24 people.
- DECK CAPACITY/FURNITURE:** The deck and surrounding grounds can accommodate up to 120 people (seated) and can fit up to a 20' x 30' tent (not provided by the zoo)
 - (7) 4' round green plastic patio tables seating 4 people per table
 - (8) Rectangular white plastic patio tables seating 4 people per table
 - (32) Grey and green plastic patio chairs
- CHECK IN:** Please have an adult chaperone check in at the cashier's station upon your arrival, payment is due at this time at applicable group admission rates. You are required to bring a copy of your "Washington Park Zoo Facility Rental Agreement" with you the day of your event.
- MINIMUM AGE:** You must be 18 years of age to rent any park facility.
- HOURS OF USE:** The zoo is open the last Saturday of April through October 31st, 2008 from 10:00 a.m. to 5:00 p.m. (entrance gate closes at 4:00 p.m.).
- LEGAL:** You will comply with all laws of the United States and the State of Indiana and with all ordinances of the city of Michigan City, and all Park Department rules and regulations and will not permit anything to be done on said premises in violation thereof.
- ALCOHOL:** Alcoholic is strictly prohibited.

10. **PROHIBITED OBJECTS:** Straws, balloons, confetti, silly string, glass objects or containers, fireworks and like objects are strictly prohibited due to the danger that they present to our animals. All party favors and toys are strictly prohibited outside of the rental area.
11. **FOOD AND DRINKS:** Food and drinks are strictly prohibited outside of the rental area to prevent injury or illness to the zoo animals.
12. **CLEAN UP:** Leave the premises clean, placing all paper and other debris in receptacles furnished throughout the zoo. Do not pour any solution on grass, trees, or vegetation.
13. **ELECTRIC USE:** Electric is available. There is one outlet (with two plugs) on each end of deck and one on the side of the Education Center building. These outlets are only for use of small radios, coffee pots, food warmers and like equipment that does not exceed a maximum of 15 amps.
14. **WATER:** Water is available across from the entrance door to the Education Center (potable hydrant spigot).
15. **PARKING:** There is no charge for parking for zoo rental facilities. Please ask your guests to enter the park through the park entrance across from the zoo (this information can be provided in your party invitations). Guests should inform the parking attendant that they are with your party.
16. **CANCELLATION:** Should you decide to cancel your reservation, the amount received is refundable upon written request to the Park Department, for their approval, a minimum of sixty (60) calendar days prior to your rental date. Refunds will be mailed 4 to 6 weeks after the date of cancellation.
17. **REFUNDS:** Refunds will be given for the amount received if your event is cancelled prior to it's commencement due to inclement weather at the sole discretion of the Zoo Director. Refunds will be mailed 4 to 6 weeks after the date of cancellation.
18. **DECORATING:** Decorating is permitted. However, no staples or nails are allowed. If tape is used it must be a lightweight tape that can be easily removed. SEE ITEM #8 - PROHIBITED OBJECTS.
19. **SPECIAL REQUESTS:** Any special requests must be submitted in writing to the Park Superintendent for approval no later than thirty (30) calendar days prior to your rental date. Special requests may include anything not specifically covered in this rental agreement.

I have read and completely understand the above agreement:

Signed _____ Date _____

PAYMENT INFORMATION

Rental Fee \$ _____ Date Paid _____ Receipt Number _____

Signed (office use) _____ Date _____

**** THERE WILL BE A \$25 SERVICE FEE CHARGED FOR ALL RETURNED CHECKS ****

SPECIAL EVENT

- There is not a special event scheduled in Washington Park on your rental date.
- There is a special event scheduled in Washington Park on your rental date. _____