

PINHOOK PAVILION RENTAL CONTRACT

Board of Park Commissioners
South Bend Venues Parks & Arts
321 East Walter Street, South Bend, Indiana 46614
(574) 299-4765

NAME: _____ DRIVER'S LIC #: _____
ADDRESS: _____ CITY: _____
STATE: _____ ZIP: _____ DATE OF BIRTH: _____
HOME PHONE #: _____ WORK PHONE #: _____
RENTAL DATE: _____ HOURS OF USE: _____
TYPE OF EVENT: _____ ENTERTAINMENT: _____ ALCOHOL _____
POLICE OFFICER'S NAME: _____ OFFICER'S PHONE #: _____
RENTAL CHARGE: \$ _____ DEPOSIT: \$ _____
LESSEE MAY CANCEL WITHOUT PENALTY UNTIL (DATE) _____
AFTER ABOVE DATE A \$50 FEE WILL BE CHARGED (see #4 below) ACKNOWLEDGEMENT: _____

Lessee agrees to the following regulations as adopted by the Board of Park Commissioners:

1. Pinhook Pavilion is available for rental for private parties only. Any event that is intended to be open to the general public requires a Park Board hearing and special permission from the Board of Park Commissioners.
2. Pinhook Pavilion is available for occupation only between the hours of 10:00 am and 12:00 midnight. The Lessee will have access to the facility only during the times listed on the contract. Lessee must have the pavilion cleaned and vacated by 12:00 midnight.
3. Lessee must pay a \$100.00 Security/Damage Deposit in addition to Rental Charges and Taxes to reserve the pavilion. This deposit does not apply to the balance due. Deposit will be refunded by mail within 60 days after the event if there are no contract violations and the facility is left in good condition.
4. If Lessee cancels event at least four (4) weeks prior to event, full deposit and rental charges will be refunded. If event is canceled less than four (4) weeks prior to event, a \$50 fee will be charged. \$50 of deposit and all rental charges will be refunded.
5. Lessee must be at least twenty-one (21) years of age and must remain present for the entire function.
6. Alcoholic beverages (Beer and Wine Only) are not permitted on park property except by written Exemption Form by the Board of Park Commissioners or Park Superintendent after the Indiana State Permit has been approved.
7. Lessee shall not charge admission, sell tickets, or sell alcoholic beverages, nor permit the same to be sold at any time on the premises.
8. Lessee shall provide sworn, uniformed police officers (1 officer for up to 150 people) whenever a D.J., live band, or alcohol is present on the premises. Lessee shall provide the names and telephone numbers for the officer 2 weeks prior to the event. Officers must be approved by the South Bend Venues Parks & Arts Departments and remain on premises for duration of function. The officer must be paid in full (CASH) prior to the start of their shift, minimum 4 hours.
9. Lessee shall not in any manner provide or permit any entertainment or activity on the premises of any kind or character whatsoever which is violation of the law, city ordinance, or is in any manner lewd, immoral or indecent.
10. Lessee will be entirely responsible for any damage to the building, equipment, or grounds caused by the occupancy of the Lessee.
11. Lessee will be entirely responsible for the set up and clean-up of their function.
12. The Lessor is not responsible for any items brought into the building during a rental function, or for any items left in the facility after a function.
13. Lessee may pick up a key the Friday before the scheduled event, before close of business at 4:30p.m. at the O'Brien Center. Key must be returned to the O'Brien Center 48 hours after event or any deposit will be forfeited.
14. Facility is alarmed. Lessee may not enter facility before stated time or lessee will incur additional charges and/or loss of deposit
15. Maximum occupancy of Pinhook Pavilion is 150 persons. Exceeding this limit will result in the cancellation of the event for safety reasons.

A copy of this contract must be present at facility during time of function. Retain contract and receipts as proof of payment.

Any violations of this contract will result in cancellation of the event. There will be no refund of rental charge in the event of cancellation for contract violation.

I have read and understand the above regulations:

Lessee: _____

Date: _____

Witnessed by: _____ for South Bend Venues Parks & Arts Department