



CITY OF MISHAWAKA
PARKS & RECREATION DEPT.
IRONWORKS EVENT CENTER RENTAL APPLICATION



Permit Holder's Name: _____ Date: _____

Phone #: _____ Address: _____ City/State/Zip: _____

Date of Birth: _____ Email Address: _____ Organization: _____

Will alcohol be served during your event? Yes No Will items or food be served at the event? Yes No If yes, please explain: _____ Event Date: _____ Expected Attendance: _____

Type of Event: _____ Rental Time: _____ 7:00 am-11:59 pm

Exact Time of Arrival for Rental: _____ Exact Departure Time of Rental: _____

All Mishawaka Park facilities, such as halls, are rented subject to the following rules, regulations, policies, terms and conditions. By applying for and accepting such a Permit, the Permit Holder ("User") agrees that he/she has read and understands all terms and conditions contained in this Agreement, agrees to be bound by them, and accepts the Permit from the Mishawaka Park facility subject to all such terms and conditions.

GENERAL INFORMATION: Rental is for permitted facility only. Application must be completed, and payment must be made at least 15 days prior to requested date. The Parks Department will not set-up, rearrange, or aid in any alterations at the rental site. The rental fee is a flat fee regardless of the length of time a permit holder uses the facility.

PERMIT: If a Permit is issued pursuant to this Agreement, a copy of said Permit is attached to hereto as Exhibit A. This Permit is provided pursuant to Sec. 50-2 of the Municipal Code, Use of Park Facilities. User must have this Permit in their possession during the scheduled event. This permit guarantees your reservation.

RENTAL HOURS: Hours are 7:00 am-11:59 pm. Enough time must be allocated for tear-down to be completed by 11:59 pm.

ACCESS/KEYS: There is no admittance to the facility prior to 7:00 am on your reserved date. This means no decorating or set-up the evening prior. Items will be removed from the premises. A team member will be onsite day of reserved date to open and close facility.

TABLES & CHAIRS: Renter's are required to supply tablecloth covers.

AMENITIES: 16 – 60" rounds tables, 6 – 6' banquet tables, 3 – 30" x bar height cocktail tables, 17 – bar stools and 160 – chairs.

CLEANING/CLEAN-UP: Permit Holder assumes full responsibility of assuring the area will be cleaned up upon conclusion of the rental. If rental is not carried out in the manner in which represented to the Park Board & Park Staff, Park Staff reserve the right to shut down the rental immediately and can terminate any further rentals held with the Parks & Recreation Dept.

- Remove any decorations, tape, etc. that are attached to the walls, tables and chairs.
- Wash all tables and chairs, place them in the carrier provided.
- Sweep and mop the floor at end of event.
- Empty trash containers and deposit them in the grey dumpster. Replace trash can liners after the trash is removed.
- Turn off lights.
- Close all doors upon leaving.

RESTROOMS/TRASH: All trash should be placed in receptacles. The area must be left in satisfactory conditions for the next user.

CATERING: Parties of 50 or more must use vendor/business from preferred vendor list.

SMOKING: No smoking is allowed on premises. Smoking shall be prohibited by all persons in public places and parks owned and operated by the City of Mishawaka. Smoking shall be allowed ONLY in outdoor parking lots away from the green-space of the park.

DESTRUCTION OF PROPERTY: It is unlawful for any person, other than authorized park personnel, to injure, deface, destroy, sever or remove any park property.

ATTENDEE CONDUCT: The Permit Holder is responsible for their actions, and the actions of the gathering attendees.

ALCOHOL USAGE: Alcohol only permitted on premises if using vendor/business from preferred vendor list. If alcohol is served, we strongly recommend a designated driver program. The sale of alcohol on premise is strictly forbidden. This permit is for private parties only. No public parties are allowed. Only beer/wine are allowed on premise and must be kept within the confines of the rented building or pavilion. Absolutely no alcohol in the park area. Hard alcohol is not allowed. Intoxicated individuals will be subject to arrest. Permit Holder accepts all responsibility for facility and participants. Serving alcohol to minors is strictly forbidden.

CAPACITY: Facility capacity is approximately 128 people.

CANCELLATIONS: Cancellations must be made in accordance with the Refund Policy. Refunds take four (4) to six (6) weeks.

REFUND POLICY & DISCLAIMER: Refunds will be granted only if the function is cancelled a minimum of thirty (60) days prior to scheduled date. No refunds will be given due to inclement weather. Refunds will be paid by check and payable to the name listed on the rental receipt.

To be eligible for a refund, the following steps must be completed:

- A request for Refund Form must be filled out and turned into the Park Office to be considered for a refund.
- Original receipt must be attached to Refund Request.

CONDITIONS: Hall and restrooms are cleaned regularly. Please be considerate of the next hall user and leave it clean.

DECORATING: Decorating may only be done with tape and all decorations and tape must be removed prior to end of time rented.

MUSIC: Live music (i.e., live bands, recitals), DJ's and Music Machines are allowed.

PARKING: On-site parking available. Additional parking available in the parking garage of The Mill. The first two stories of garage are available.

RULES & REGULATIONS: Rental is for hall only. All other park areas other than the rented hall are open to the public at all times during the park's normal hours.

PERSONAL PROPERTY & DAMAGES DISCLAIMER: Permit Holder agrees that all personal property placed in or on the premises will be removed from the premises as soon as practicable following termination of this Permit. Any items remaining on the premises will be held for thirty (30) days at which time said items will be given to a charitable organization. Permit Holder is responsible for any damage, injury or loss, whether due to Permit Holder's own actions or not, that occurs during or as a result of the permitted use, whether caused intentionally or negligently, to the rental building, pavilion, park, facilities, equipment, trees, shrubs, lawn and other nursery stock pertaining to the real estate encompassing such premises.

MISCELLANEOUS PROVISIONS:

- **NOTICE:** Except as may be otherwise provided in this Agreement, all notices require or permitted hereunder shall be in writing and shall be deemed to be delivered when hand delivered to, or when deposited in the United State mail, postage prepaid, addressed to the Permit Holder at the address shown on the Permit and to the Mishawaka Parks and Recreation Department at the address shown at the end of this Agreement.
- **INDIANA LAW TO APPLY:** This Agreement shall be construed under and in accordance with the laws of the State of Indiana and all obligations of the parties created hereunder are performable in the state.
- **PARTIES BOUND:** This Agreement is binding on and shall inure to the benefit of the parties and their respective heirs, executors, administrators, legal representatives, successors, and assigns as permitted by this Agreement.
- **SEVERABILITY:** In case anyone or more of the provisions contained in this Agreement shall be held to be invalid, illegal, or unenforceable in any respect or for any reason, such holding/finding shall not affect any other provisions hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.
- **ATTORNEY FEES:** In the event that User breaches any of the terms of this Agreement whereby Park Board employees' attorneys to protect or enforce its right hereunder and prevails, then the Permit Holder agrees to pay Park's reasonable attorney fees so incurred.
- **WAIVER:** It is expressly agreed that no waiver or apparent waiver, or the failure of Park Board to require strict performance of any condition, covenant or agreement shall estop the Park Board from enforcing such conditions, covenant or agreement, nor shall any other condition, covenant or agreement, at anytime be implied.

- **ENTIRE AGREEMENT:** This Agreement constitutes the entire Agreement and all representations and warranties of the parties.

GENERAL RELEASE AND INDEMNIFICATION AGREEMENT: For and in consideration of the City of Mishawaka licensing the Permit Holder to use the facility listed in this Agreement, the Permit Holder, its executors, administrators, heirs, and assigns, hereby release and agree to indemnify and hold harmless the City of Mishawaka, the Mishawaka Parks Department, the Mishawaka Police Department, their officials, agents and employees, from any and all actions, causes of action, claims, damages, demands, judgments, executions, costs, expenses, including attorney fees, and all other claims for damages whatsoever which may hereafter be made, instituted, filed, or recovered against the City of Mishawaka, the Mishawaka Parks Department, the Mishawaka Police Department, their officials, agents and employees, by the Permit Holder and any person or persons as the result of the use of the herein named facility or any activity or event located on the premises. The City of Mishawaka, the Mishawaka Parks Department, the Mishawaka Police Department, their officials, agents and employees, are relying on said release, indemnification and hold harmless agreement on the part of the Permit Holder in allowing and permitting the undersigned to use the facility as stated in this Agreement.

By signing below, Permit Holder agrees everything listed on the Ironworks Event Center Rental Application is correct. Nothing on Application can be changed without written notice requesting changes at least eight (8) weeks prior to scheduled event.

I have read and agree to the rules and regulations listed above. I understand this request may be denied based on false or incomplete information.

Permit Holder's Name: _____ Permit Holder's Signature: _____

Note: Rental fee is due upon receiving the rental application. Date is not held without full payment. If paying by check, make checks payable to City of Mishawaka.

For Office Use Only:

Date Submitted: _____ Processed By: _____

Date: _____ Payment made by: Cash Check _____ Money Order CC

Invoice #: _____ Amount Paid: \$ _____ Permit Emailed: _____