



Shelter/Gazebo Rental Agreement

Burns Harbor Park Department

1200 Lakeland Park Drive

Burns Harbor, IN 46304

(219) 787-8126

parkdirector@burnsharbor-in.gov

Day/Date of Use: _____ Time of Use. From: _____ To: _____

Number of Participants: _____

Rental Fees: (Please check one)

Gazebo:(\$50) Shelters (\$30): #1(Lions Club) #2(near lifeguard) #3(by volleyball court)
 #5(by Arts & Crafts building)

Electric (additional fee of \$10):

Deposit: \$20 due when agreement is submitted.

Organization/Contact Person: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

The undersigned agrees that:

- All areas used shall be cleaned to the satisfaction of the Park Director and her/his designated representative
- The group or person renting the shelter will pay for any damage done to the park equipment or facilities.
- If you need to cancel, it must be done two (2) weeks prior to the rental date to receive a full refund. Daily rentals allowed upon their availability.
- All vehicles enter the park will be charged a \$5.00 parking fee except the person renting the shelter (limit of 2 vehicles.)
- Failure to return the area in a clean and orderly condition will result in the loss of the total deposit. PLEASE PLACE ALL TRASH IN DUMPSTER WHEN FINISHED.

I have read and understand and printed the Rental Rules and Checklist.

Signature of Person Responsible: _____

If you choose to mail your check or money order and completed paperwork, send to 1240 N. Boo Rd., Burns Harbor, IN 46304.

For Office Use Only	Form of Payment:
Deposit paid on ___/___/___	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card
Park Receipt # _____	Town Receipt # _____
Deposit \$ _____	Rental \$ _____ Sales Tax \$ _____ Electric \$ _____
Building Inspected by: _____	Deposit Refundable <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial \$ _____
Reason for Partial or No Refund: _____	
Date Deposit Returned: ___/___/___	Check # _____ by _____