

**KENTLAND PARKS AND RECREATION  
COMMUNITY CENTER RENTAL AGREEMENT**

Event \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Approx. Guest Count: \_\_\_\_\_

**Deposit Refund Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Refundable Deposit \$ \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_

Extra Day Rental Fees \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_ Total: \$ \_\_\_\_\_

*By signing this form, you shall indemnify and hold harmless the Town of Kentland, the Town Park Board, and all officers, employees and agents of each entity from all claims, demands, lawsuits or judgements against either or both entities as the result of any damage or injury or as a result of the service of alcoholic beverages. Any and all claims are the responsibility of the renter if not covered by their respective insurance company.*

Signature \_\_\_\_\_

*All setup and clean-up of facility is the responsibility of the renting party, failure will result in the loss of deposit if applicable.*

**KENTLAND PARKS AND RECREATION**

*Rental Information*

**COMMUNITY CENTER**

**\*Renter to provide proof of certificate of liability of insurance.\***

**Rental Information:**

- **All rentals** are subject to a **\$250.00 deposit**, to be returned upon inspection of the facility.
- Deposit will be refunded within **30 business days**.
  - **Non-Profit Rental:**    *No Liquor \$150    With Liquor \$200*
  - **Individual Rental:**    *No Liquor \$250    With Liquor \$300*
  - **For Profit Rental:**    *No Liquor \$350    With Liquor \$400*
- Additional Rental days needed for set-up/tear down **\$100/day**.

**Facility includes:**

- Gymnasium
- Front foyer
- Bathroom facility
- 2 Full Kitchens/Concessions
- Tables and Chairs to accommodate up to 300 guests

Chamber of Commerce Room not included in Center rental

**Alcohol Clause:**

Renters are required to obtain all permits from the Indiana ATC and shall provide evidence of compliance to the Town of Kentland prior to the rental date.

Security must be provided for any group in excess of 50.

No alcoholic beverages shall be served or consumed by any renter or guest outside of the rented facility.

***All setup and clean-up of facility is the responsibility of the renting party.***

Facility may be reserved by contacting Kentland Town Hall at (219) 474-5062.