

# SHELTER HOUSE RENTAL AGREEMENT

Name \_\_\_\_\_ (Print) Phone \_\_\_\_\_ (Contact person)

Address \_\_\_\_\_

Date Start \_\_\_\_\_ Date End \_\_\_\_\_ Time \_\_\_\_\_ (to) \_\_\_\_\_

Purpose \_\_\_\_\_ Email \_\_\_\_\_

- East shelter house
- West shelter house
- Crown Pavilion
- East shelter kitchen
- Jaycee
- Splash Pad (turn off)
- Water

- ✓ As of January 2, 2018 all shelter houses will be able to be reserved up to 18 months in advance. Reservations for all facilities are on a first come basis for anyone (village and non-village residents).
- ✓ A fee of \$100.00 is required to reserve a shelter house at the Bremenfest Park or the Jaycee Park for one day. \$50.00 will be refunded if the shelter house is left in the condition stated below.
- ✓ The kitchen of the East shelter house can be rented for a \$25.00 non-refundable fee.
- ✓ For the Crown Pavilion area only, a **non-refundable fee of \$200.00 for each day of use and each day of setup and teardown, plus the \$200.00 security deposit is required.** Pavilion Wedding Rental is a 3 Day Rental for a non-refundable fee of \$500.00, plus the \$200.00 security deposit is required. The option to rent the Splash Pad (to have turned off for 2 hours only) in connection with the wedding is a \$50.00 non-refundable fee. *See Crown Pavilion Attachment "A"*
- ✓ The shelter houses are available after 11:00 a.m. and to 10:00 p.m. Monday-Thursday Hours are 11:00 a.m. to 12:00 midnight Friday, Saturday and Sunday. The Crown Pavilion closes at 12:00 midnight with music ending at 11:00 p.m.
- ✓ All trash must be picked up, all lights turned off, all tables returned to original placement and all doors locked before the renter leaves.
- ✓ No glass is allowed.
- ✓ Electrical outlets are available at all shelter houses and one charcoal grill is available at each of the Bremenfest Park shelter houses.
- ✓ Renter is responsible for any damages (shelter houses are inspected daily).
- ✓ Key must be returned to the Village Office the first day following rental.

I, the undersigned, have read, understand and agree to the attached and listed above rules. For and in consideration of the permission given to use the above described facility, I, the undersigned hereby acquit, discharge and covenant to hold harmless the Village of New Bremen, its officers, employees, servants, and agents of any and from any and all actions, cause of action, claims, demands for damages, costs, loss of services, expenses and compensation, on or account of, or in any way growing out of, any and all personnel injury or property damage which may result to group/organization members or individuals as a result of participation in the aforementioned activity at the above described facility.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

East Shelter Kitchen Key

\_\_\_\_\_  
Issued By

\_\_\_\_\_  
Date

Pavilion Key

A Certificate of **Liability** Insurance for \$500,000 is required for any rental of Village Property

AMOUNT PAID	\$
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DEPOSIT REFUND	\$
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# Village of New Bremen

## Village Park Rules and Regulations

**Parks:** Bremenfest Park, Lock One Park and Parking Area, Jaycee Park, Tennis Courts, Miami-Erie Canal & Walkpath, Crown Pavilion and Komminsk Legacy Park.

A Certificate of Liability Insurance for \$500,000 is required for any rental of Village Property.

### **ANY VIOLATIONS TO THESE RULES AND REGULATIONS WILL RESULT IN A MONETARY CHARGE FOR EACH VIOLATION.**

- Prior to the event, approval from the Village Administrator is needed for refrigerated trucks and portable restrooms etc. and must be removed promptly after the event or a charge of \$200 per day will be assessed and the charge will be \$200.00 per day if removed by village employees.
- Additional electric and water hook-ups will be charged one hour minimum and an hourly charge thereafter per employee and equipment.
- **Removal of property:** No person in the parks shall remove any property, natural features or part thereof including but not limited to, any building, equipment, sign, rock, stone, earth, wood, tree, shrub, flower, plant from the parks without the written approval of the Village Administrator.
- **Destruction of property:** No person in a park shall injure, break, destroy, tamper with, cut, chop, carve, write upon, deface, dig, paint or damage in any manner any property, natural feature or part thereof any building, equipment, structure, sign, rock, stone, earth, wood, tree, shrub, flower, plant; nor should any person in a park have in his or her possession any property or part thereof having been so affected. Trimming shrubs or trees is prohibited.
- **Littering or dumping:** No person shall dispose, discard, dump or leave behind any waste material including but not limited to paper, garbage, and ashes.
- **Hunting:** No person in a park shall hunt, capture, take, trap, snare or in any other way abuse, molest, injure, pursue or destroy any animal.
- **Leash Rule:** No person shall bring into, have or keep any in a park any animal, wild or domestic, unless such animal is controlled by a leash of eight (8) feet or less.
- **Unruly Animals:** No pets or other animals shall be allowed to become obnoxious, aggressive or disturbing to the other users of the park.
- **Animal Feces:** No person shall leave any pet feces on any Park property, road or parking lots.

- **Use of paint or other chemicals:** No person shall possess, discharge, use, shoot or spray any item used to discharge any liquid, paint, gas, pellets or balls in the park.
- **Disorderly conduct:** No person in a park shall conduct him or herself by word or act in a disorderly, boisterous or other manner so as to disturb the peace and good order in a park.
- **Noise:** No person in a park shall operate or play a radio, television, musical instrument or amplifying or sound equipment so as to disturb the peace and good order in the park that is audible more than 50 feet from the object without written authorization from the Village Administrator.
- **Games:** No person in a park shall solicit or procure participants for, engage in, or promote any game, which is played for money or other thing of value without written authorization from the Village Administrator.
- **Solicitation:** No person shall solicit or attempt to solicit another to engage in an act of sex perversion or solicit or request another to commit, perform or engage in any lewd, obscene or indecent act of behavior.
- **Alcohol:** No person shall be intoxicated or be under the influence of any intoxicating liquor while in the parks. No alcohol is to be brought onto park property or consumed in the Village Parks from 12:00 am till 6:00 am.
- **Containers:** No glass containers are to be on park property.
- **Fires:** No person in a park shall start or maintain a fire except in a place designated for this purpose.
- **Collecting wood:** No person shall collect any wood in the park for any purpose.
- **Cooking devices:** No person in the park shall maintain a charcoal grill, charcoal fire other than those supplied by the Village. All other grills (excluding charcoal) will be permitted to be used in the parks and at locations determined by the guest. No person shall cause or allow the burning of garbage, waste material, trash, refuse or part thereof in the parks so as to cause smoke, odor, sparks, dust, dirt or other residue.
- **Structures:** No person in a park shall construct, erect or in any other way build any structure without written authorization of the Village Administrator. No person in a park shall set up temporary or otherwise erect a tent, dining fly, awning or any other large device used to escape the elements without written permission from the Village Administrator.
- **Camping:** No person in the Parks shall establish or maintain any camp or other temporary lodging or sleeping place within a park without written authorization from the Village Administrator.

- **Picnicking:** No person shall leave personal possessions or equipment in any park area or structure unattended except with written authorization or the Village Administrator.
- **Commercial activities:** No person shall sell, offer for sale any article, privilege, or service in any park unless a permit is obtained from the Village Administrator prior to such activity. No person shall beg, peddle or solicit for money a privilege or service including the distribution of flyers, statement, banners, books, brochures, pamphlets, papers or any article used to communicate such without a permit from the Village Administrator.
- **Signs:** No person in a park shall erect a sign or attach a sign to any property or structure in the parks without written authorization of the Village Administrator.
- **Hours:** No person shall, without a written authorization from the Village Administrator, use any of the park facilities from 12:00 am till 6:00 am.
- **Firearms and weapons:** No person in a park shall carry, possess, shoot or discharge in a park a bow and arrow, firearm, missile, slingshot, air or gas guns or any other missile-throwing device.
- **Fireworks and explosives:** No person shall have in their possession in any park any fireworks, explosives, tear gas device, pepper spray, stink bombs, smoke generator or other devices releasing a substance which is harmful or offensive to persons, plants, wildlife or which tends to cause public harm or panic. No person shall cause any fireworks or explosives to ignite or detonate without a written permit from the Village Fire Chief and Police Chief.
- **Vehicles:** No person shall operate any vehicle in any portion of the park not designed as a park drive or parking area without written authorization of the Village Administrator.
- **Metal detector:** No person in a park shall have in their possession, operate or use any metal detector or any kind or form without written authorization of the Village Administrator.

#### CROWN PAVILION Attachment "A"

- A- Curtain operating equipment must be picked up during regular business hours on Friday and returned on Monday. While in your care, custody and control of it is your responsibility to safeguard same and your expense to repair or replace it.

- B- If village water is needed for an event at the Crown Pavilion, a separate non-refundable charge of \$100.00 shall be collected in advance and this will include the use of up to 200 cubic feet (approx. 1500 gallons) of water along with a water meter and adapters on the Plum Street Fire Hydrant. Any additional water usage will be charged at the current rate.
- C- For an event at the Crown Pavilion, a fee of \$200 per day in advance is required at the time of reservation (an additional \$100 if water is needed) plus an additional \$200 security deposit for possible damages or clean-up. The renter will be responsible for additional rental days for vendors who do not remove their restroom trailer, refrigerator trucks, tents or other apparatus from the site by nightfall of the last day of the reservation. Pavilion Wedding Rental is a 3 Day Rental for a non-refundable fee of \$500.00, plus the \$200.00 security deposit is required. The option to rent the Splash Pad (to have turned off for 2 hours only) in connection with the wedding is a \$50.00 non-refundable fee.
- Example: (Day 1) Set up on Friday; (Day 2) event on Saturday; (Day 3) partial tear down on Sunday; (Day 4) Trucks, trailers and tents hauled away by Monday night. Total Advance Deposit of \$1000.00 (4 days X \$200 plus \$200 for clean-up or damages). If the facility and parking lot are vacated on time and returned to the same condition then a refund of up to \$200 will be issued.
- D- After Bremenfest, the Bremenfest stage could be set up in the Crown Pavilion until the end of the season. If it is in place, it cannot be removed for a single event.
- E- Picnic tables may be moved off site for an event but must be restored to their normal locations afterwards by the renter. Renters that fail to do so will be charged labor and equipment to restore picnic tables to their normal locations.
- F- There is no charge for electric connections made during regular working hours of the Village Electric Department. Any overtime required by the renter will be charged at current overtime rates.
- G- Large inflatable apparatuses, such as bounce houses, slides, etc. are prohibited in the grass area north of the Crown Pavilion/patio at the Komminsk Legacy Park.