

Receipt No. \_\_\_\_\_



# Town of Cedar Lake Department of Parks and Recreation Facility Permit Application

Please note that there are normally 4 picnic tables available at most shelters. If additional seating is needed, this must be supplied by the applicant.

Contact Name \_\_\_\_\_ Organization/Group \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date Desired \_\_\_\_\_ Time Needed \_\_\_\_\_ Number Persons \_\_\_\_\_

- Applications for facility **rentals are available beginning on November 1** for dates **in January** and February of the following calendar year. **On January 1 of the calendar year, applications for facility rental may be submitted for the entire calendar year.**
- All Rental Fees and Security Fees are **due IN FULL** upon submission of Application.
- **All Applications are subject to Town Special Event Permit Requirements.**
- **The Cedar Lake Police Department must issue final approval no less than Ninety (90) days prior to any event at the Clubhouse at which alcohol will be served.**

**FACILITY REQUESTED:**

- \_\_\_\_ Lion's Den w/ Electric \$100.00 + tax
- \_\_\_\_ Bandstand w/ Elec. \$250.00 + tax
- \_\_\_\_ Cardinal's Roost w/ Electric \$50.00 + tax
- \_\_\_\_ Town Grounds \$500 + tax
- \_\_\_\_ Non-Profit Discount of 50%

**CLUBHOUSE RENTALS:**

- \_\_\_\_ \$200 Security Deposit, plus rental fee
- \_\_\_\_ Cedar Lake Resident Rate \$125.00 + tax
- \_\_\_\_ Clubhouse Alcohol Permit \$75.00
- \_\_\_\_ Non-Resident Rate \$200.00 + tax
- \_\_\_\_ **Add'l Security Deposit for Alcohol Events (\$300)**
- \_\_\_\_ Non-Profit Rate \$50 + tax (where applicable)

I understand that failure to abide by the regulations adopted by the Department of Parks and Recreation of the Town of Cedar Lake, or failure to leave the facility in a clean and reasonable order, may result in forfeiture of all or part of the security deposit where required (based on the cost to cure) and the privilege of using the facilities in the future. Refunds of the rental rate for a canceled event require the submission of a Refund Request form and will be refunded on a pro-rated basis as follows: 90 days or greater, full refund; 61 days to 89 days, 50% refund; 31 to 60 days, 25% refund; 30 days or less, no refund. (Events scheduled with less than 90 days' notice are subject to the Refund request schedule, i.e. no refund will be issued for an event scheduled in 30 or less days and cancelled at any time.)

Applicant's Signature: \_\_\_\_\_

Security Deposit Refund	Full	Partial \$ _____	None
		Amount of Refund	

Date \_\_\_\_\_  
Authorized Signatory \_\_\_\_\_

No person shall remain in a Parks & Recreation Facility that does not abide by the following conditions:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Park hours are from dawn until dusk.</li> <li>2. No defacement, destruction or removal of park property allowed.</li> <li>3. No littering permitted.</li> <li>4. No animals, fowl and/or fish can be brought into the park property.</li> <li>5. No hunting or molesting wildlife.</li> <li>6. No starting fires, except with extreme caution for culinary purposes in the park-owned or privately-owned (only propane gas) grills.</li> </ol> | <ol style="list-style-type: none"> <li>7. Domestic animals are required to be leashed at all times.</li> <li>8. Swimming, bathing or wading are permitted in designated areas.</li> <li>9. No alcoholic beverages or dangerous drugs are permitted within the park.</li> <li>10. No camping permitted within the park.</li> <li>11. No noisy, boisterous, disorderly or indecent conduct allowed, or in any manner disturbing the peace of the community within the park.</li> </ol> |
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ADDITIONAL REQUIREMENTS APPLICABLE TO APPLICANTS FOR A CLUBHOUSE ALCOHOL PERMIT  
(All items to be completed and submitted to Cedar Lake Police Department at least 90 days before event):

1. Applicant is responsible to obtain the proper Liquor/Alcohol Permit from the Indiana Alcohol and Tobacco Commission.
2. Applicant is responsible for securing and having present during their event a bartender who is properly licensed to serve alcoholic beverages.
3. Applicant is responsible for obtaining a security officer through the Cedar Lake Police Department to be present during the permitted event.

Applicant understands that if they intend to serve alcoholic beverages at an event at the Clubhouse, it is their responsibility to comply with the above requirements as a prerequisite to serving or consuming alcoholic beverages at the permitted event. Failure to do so will result in forfeiture of Security Deposit.

Applicant's Signature: \_\_\_\_\_

STATE OF INDIANA            )  
   )  
 COUNTY OF LAKE            )    SS:

**Release, Waiver and Indemnification Agreement**

FOR AND IN CONSIDERATION of being permitted to utilize the requested facility located on the Cedar Lake Town Grounds, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Undersigned and all Personal Representatives, Heirs, Successors and Assigns, hereby INDEMNIFY, RELEASE, AND FOREVER DISCHARGE THE TOWN OF CEDAR LAKE, DEPARTMENT OF PARKS AND RECREATION OF THE TOWN OF CEDAR LAKE, LAKE COUNTY, INDIANA, its Agents, Employees, Representatives, Elected Officials and Appointed Officials, Attorneys, Successors and Assigns, hereinafter called "TOWN" from any and all claims, demands, damages, actions, causes of action, or suits of whatever nature or kind, whether known or unknown, present and future, which arises, or may arise out of utilization of the requested facility located on the Cedar Lake Town Grounds, The Undersigned, for the same consideration, the receipt and sufficiency of which is also hereby acknowledged, hereby additionally waive any and all claims, demands, damages, actions, causes of action, or suits of whatever nature or kind, whether known or unknown, present or future, which arise, or may arise, out of utilization of the requested facility on the Cedar Lake Town Grounds.

The undersigned execute and deliver this RELEASE, WAIVER AND INDEMNIFICATION AGREEMENT, with full understanding of its terms, and agrees to be bound and obliged by the same.

IN WITNESS WHEREOF, the Undersigned have executed this Release, Waiver and Indemnification Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name