



**Shelter/Gazebo Rental Agreement**

Burns Harbor Park Department

1200 Lakeland Park Drive

Burns Harbor, IN 46304

(219) 787-8126

[parkdirector@burnsharbor-in.gov](mailto: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)  
 #4(by dog park)  #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: \_\_\_\_\_

**For Office Use Only**

Form of Payment:

Deposit paid on \_\_\_/\_\_\_/\_\_\_  Cash  Check # \_\_\_\_\_  Money Order  Credit Card

Park Receipt # \_\_\_\_\_ Town Receipt # \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Rental \$ \_\_\_\_\_ Sales Tax \$ \_\_\_\_\_ Electric \$ \_\_\_\_\_

Building Inspected by: \_\_\_\_\_ Deposit Refundable  Yes  No  Partial \$ \_\_\_\_\_

Reason for Partial or No Refund: \_\_\_\_\_

Date Deposit Returned: \_\_\_/\_\_\_/\_\_\_ Check # \_\_\_\_\_ by \_\_\_\_\_