

## Picnic Shelter Reservation Request Form

This application is for **Private Events** of less than 100 people desiring to reserve a picnic shelter at a park location. A private event is defined as a by invitation only group of individuals not open to the general public. Examples may include a birthday party, a family reunion, or a small corporate party. Except for the reserved picnic shelter, private events do not have exclusive use of park amenities or facilities, such as a playground, splash pad, open fields, or parking lot, and may not turn public users away from our parks during time of the event.

**Community Events** open to the public or any events with more than 100 participants are required to submit a Special Use Request and follow the procedures outlined in the Community Event Handbook. Examples of applicable events include a 5K run, a charity event, a corporate function with more than 100 people, or church/scout gathering. For these events, please contact Traci Broman at 317.573-5243. Community Events may not be promoted until final approval is granted.

Please answer the following questions regarding your event:	Yes	No
Will event be open to the public?		
Are 100 or more individuals anticipated to attend the event?		
Will you have vendors (e.g.: people selling items, crafts, etc.)?		
Is there an admission fee?		
Will you have entertainment at your event?		
Will you or vendors be selling food?		
Do you plan to promote event using news media, social media, flyers, banners, etc.?		
Will tents larger than 10' x 10' be utilized?		

***If you answered yes to any of the questions listed above, please stop. Your event is a Community Event and requires a Special Use Permit. Please see above.***

APPLICANT NAME:	DATE SUBMITTED
ORGANIZATION:	PHONE NUMBER
ADDRESS	E-MAIL ADDRESS

ARS: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

## Private Event Description

Please describe picnic shelter reservation request in detail:

Will you be using a caterer?

Please keep in mind that bounce houses are prohibited in any CCPR park.

	PARK/AMENITY REQUESTED (Check all that apply)	Capacity (people)	*Rate
	Carey Grove Park	20-25	\$26.75
	Central Park - East Picnic Grove Shelter 1	30	\$53.50
	Central Park - East Picnic Grove Shelter 2	30	\$53.50
	Flowing Well Park	20-25	\$26.75
	Flowing Well Park Observation Deck	20-25	\$26.75
	Lawrence W. Inlow Park Shelter 1 (North)	40	\$53.50
	Lawrence W. Inlow Park Shelter 2 (South)	40	\$53.50
	Meadowlark Park	40	\$26.75
	River Heritage Park	1-100	\$53.50
	West Park	60-80	\$107.00
	West Park Silos (1, 2, & 3)	15-20	\$26.75 each
* A 7% sales tax is added to all rentals.			

## Usage Times

FREQUENCY OF REQUESTED USE

One Time Event

Once Per Month

Once Per Week

Other: \_\_\_\_\_

DATE(S)	START TIME	END TIME

- Request of a picnic shelter does not guarantee availability of use.
- All parks are open from dawn to dusk.
- Electricity is available at Lawrence W. Inlow Park, River Heritage Park, and West Park.
- Founders Park Community Shelter cannot be reserved and is only available on a shared, first come-first served basis.
- Changes to approved Picnic Shelter Reservations are not permitted within 5 days of the rental date.
- Restrooms are open from dawn to dusk.
- All picnic shelter rental fees provide full-day exclusive occupancy. Park hours are from dawn until dusk.**

Additional Requests or Comments

It is understood that no person, group, or organization has any vested right to the exclusive use of park property. The use of any/all park property is subject to availability and approval by Carmel Clay Parks & Recreation (CCPR), subject to the policies, rules and guidelines of the Carmel/Clay Board of Parks and Recreation (the "Rules"). All requests and paperwork related to the Shelter Reservation must be received by CCPR before the requested usage date. It is further understood that CCPR-sponsored activities have priority over all other activities in using park facilities and this permit is subject to cancellation in the event of an emergency.

If a Picnic Shelter Reservation is granted, the users agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity at the park and to be responsible for replacement in case any damage or loss is incurred. A certificate of insurance naming the Carmel/Clay Board of Parks and Recreation, Carmel Clay Department of Parks & Recreation, City of Carmel, and Clay Township as additional insured may be required.

All users agree to adhere to the Rules, applicable federal, state and local laws, and any specific guidelines outlined in the Picnic Shelter Reservation Request. A minimum of one adult chaperone (age 18 and above) is required for every ten youth (age 17 and under) in attendance at the activity. The undersigned hereby acknowledge receipt of the Rules.

Failure to comply with all of the Carmel Clay Parks & Recreation rules and regulations may result in event being cancelled without notification and the requester being prohibited from renting facilities in the future..

I have read the Terms and Conditions and Park Rules and, as representative of the group making this request, I do agree to abide by these rules.

---

Signature of Authorized Representative of Group

Date

---

Printed Name of Authorized Representative

## DEPARTMENT USE ONLY

\_\_\_ This request has been approved and granted as requested.

\_\_\_ This request has been approved subject to certain other conditions.

RENTAL FEE	OTHER FEES	DEPOSIT	APPROVED BY	DATE
------------	------------	---------	-------------	------

\_\_\_ This request cannot be granted for the following reason(s):

DENIED BY	DATE
-----------	------

### General Information

Thank you for your interest in Carmel Clay Parks & Recreation facility reservations. Your reservation fee entitles you to the exclusive use of your picnic shelter(s) in the park. The remainder of the park is public domain and receives heavy visitation during the warm weather seasons. Total exclusion of the public from your reservation area is not guaranteed.

- Reservations are accepted from five days to six months in advance of desired rental date.
- Please complete and sign the enclosed **Picnic Shelter Reservation Request Form** and follow the requirements fully.
- Be sure the date, time, and shelter are correctly listed on your request form.
- Reservation fee can be paid by cash, check, VISA/MasterCard, or American Express and is required as payment in order to confirm the reservation. (Make checks payable to Carmel Clay Parks & Recreation)
- Send the completed Picnic Shelter Reservation Request Form to:
  - Carmel Clay Parks & Recreation
  - Attn: Kurtis Baumgartner
  - Monon Community Center
  - 1235 Central Park Drive East
  - Carmel, Indiana 46032
- **If approved, we will send you a copy of the signed Picnic Shelter Reservation Request Form, and contact you to obtain payment.**
- Please retain a copy of the approved Picnic Shelter Reservation Request Form and have it with you on the day of your reservation.
- Carmel Clay Parks & Recreation will provide a "Reserved" sign for your area.
- If you have any questions concerning your reservation, please contact Carmel Clay Parks & Recreation immediately at 317.848.7275
- Changes to a reservation are not accepted after reservation has been processed.

### Terms and Conditions

#### **The applicant:**

- Reserving the shelter is 21-years-old or older,
- Must be present during the entire reservation period,
- Acknowledges receipt the Park Rules, which must be followed,
- Is liable and responsible for any and all damages to the shelter and its grounds during the reservation period,

# Carmel • Clay Parks & Recreation

- Agrees to pay Carmel Clay Parks & Recreation the actual costs to repair or replace damaged or destroyed property,
- Agrees that Carmel Clay Parks & Recreation shall have no liability to the applicant for any damages to the applicant's property located in or about the premises no matter what the cause,
- Should bring a copy of the signed Picnic Shelter Reservation Request Form to the event, and
- Acknowledges that this agreement is not transferable.

**Refunds will only be made in the event of a park closing. Inclement weather is not considered a park closing.**

## Park Rules

(Abbreviated – if you have a question, please ask or visit our website at [www.carmelclayparks.com/get-outside#park-rules](http://www.carmelclayparks.com/get-outside#park-rules) (for the complete version of the Park Rules)

1. Park Hours – Open from dawn until dusk, unless permission is otherwise granted.
2. Alcohol is not permitted in the parks.
3. Glass containers are strictly prohibited in the water play areas at Lawrence W. Inlow Park and West Park.
4. Fire is only permitted in the park grills.
5. All trash must be deposited in appropriate receptacles.
6. Disturbing wildlife in the parks is strictly prohibited. Domestic animals must be entirely confined to a cage or on a non-retractable leash not to exceed 6' in length. Pet waste must be disposed of in an appropriate litter container.
7. It is strictly prohibited to disturb any vegetation or tree within the parks.
8. Parking is permitted in designated areas only.
9. Return the shelter to the condition in which it was found. Excessive clean up by maintenance staff will incur fees that will be payable upon request.
10. It is strictly prohibited for any person within any park to advertise or promote publicly any commercial product, except in accord with a specific permit issued by the Department.
11. It is strictly prohibited for any person within any park to swim in any lakes, ponds or rivers within the jurisdiction of the Department.
12. It is strictly prohibited for any person within any park to use or erect such equipment as booths, air-filled devices and tethered items such as hot-air balloons, except in accord with a specific permit issued by the Department.
13. It is strictly prohibited for any person within any park to erect any sign, poster or banner, except in accord with a specific permit issued by the Department.