



# PORTER COUNTY PARKS AND RECREATION RENTAL AGREEMENT

PORTER COUNTY ADMINISTRATION CENTER  
155 Indiana Ave. Suite 304, Valparaiso, IN 46383  
Phone: 219-465-3586 Fax: 219-465-3640 [pcparks@porterco.org](mailto:pcparks@porterco.org)

**Any special requirements must be noted in the "notes" section and approved by staff prior to event.**

Name:		Organization (If Applicable):		
Address:		Cell:	Home/Business:	
City, State, Zip:		E-Mail:		
Name of Event:				
Date of Event: _____ Time of Event: _____ Number of Attendees: _____				
<b>Areas Required</b> (Please Check)	<b>Cost</b>	<input type="checkbox"/>	<b>Additional Requirements</b> (Please Check)	<b>Cost</b>
<b>Sunset Hill Farm County Park</b>				
North Field: *Includes Gazebo	<b>\$325</b>	<input type="checkbox"/>	Extra Picnic Tables (Cost per table)	<b>\$15</b>
Program/Education Center Sunset Hill Bathroom & Sink, DVD player & TV Available Tables and chairs for up to 40	<b>Per Day \$225 (Ask about Availability)</b>	<input type="checkbox"/>	Extra Chairs (Up to 50)	<b>\$2.00/each</b>
		<input type="checkbox"/>	Individual/Family Site Camping	<b>\$20</b>
		<input type="checkbox"/>	Gate House (110 Electricity)	<b>\$50</b>
ALL SCHOOLS Trails for Races	<b>\$265</b>	<input type="checkbox"/>	Hand Wash Station	<b>\$115</b>
Amphitheatre	<b>\$395</b>	<input type="checkbox"/>	Portable Toilet (Standard and ADA units available)	<b>\$150</b>
Family Shelter • Pine • Hickory • Campground	<b>\$75</b>	<input type="checkbox"/>		
The Horton Family Children's Education Center Restroom & Kitchenette Tables and Chairs for up to 96 people <b>made available upon request</b>	<b>Fri-Sat-Sun \$350 M-Th \$175</b>	<input type="checkbox"/>	Package Rental • Horton Family Education Center • Program Center (Ask About Availability) • Hickory Shelter • Program Center Fire Pit • South Field	<b>Per Day \$500</b>
Gazebo	<b>\$150</b>	<input type="checkbox"/>	<b>Field Trips &amp; Parks to Schools</b> Please contact Porter County Parks and Recreation for scheduling arrangements.	
<b>Sunset Hill Damage Deposit:</b> There is a \$50.00 damage deposit per day collected for each facility rental of Sunset Hill Farm County Park. If the deposit is collected in the form of a check, it is held and not cashed. The check will be destroyed upon evaluation of the rental facilities after the event, given that there is no damage. If the deposit is collected in the form of a credit card, your account will be credited after the event, given that there is no damage. In the event that there is damage to the facility, charges will be discussed with the renter prior to any charges being processed.				
Brincka Cross Gardens & Home (All day) Damage Deposit: \$200 Capacity: 40 people	<b>Fri-Sat-Sun \$295 Mon-Thur \$160</b>	<input type="checkbox"/>	Additional Notes:	

Looking to host or have a large event (anticipated attendance of 150 people or more) or festival at Sunset Hill Farm County Park? Additional services may be available, additional charges apply.

- Please send a written request/proposal to the Porter County Parks Department Superintendent and Assistant Superintendent
  - Proposal is to include the following
    - Proposed day, time, and location of event
    - Event Purpose and Description
    - Anticipated attendance or number of people
    - Number of sub-contractors/vendors

A Certificate of Insurance is required showing additional insured: Porter County Parks & Recreation, Porter County Government, and Porter County Parks Foundation

Rental Fee	_____
Additional Fees (if applicable)	_____
7% Sales Tax or Exempt Certificate	_____
Damage/Deposit Fee	_____
<b>TOTAL:</b>	_____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EVENT DATES CANNOT BE CONFIRMED UNTIL A RENTAL AGREEMENT, CERTIFICATE OF INSURANCE AND APPLICABLE FEES ARE RECEIVED BY PORTER COUNTY PARKS AND RECREATION**

**DAMAGE DEPOSITS WILL BE COLLECTED IN THE FORM OF CHECK OR CREDIT CARD PAYMENT. CHECKS WILL BE HELD UNTIL THE EVENT, AND THEN BE VOID AND DESTROYED UPON EVALUATION OF THE PROPERTY AFTER THE RENTAL IS COMPLETE. CREDIT PAYMENTS WILL BE REFUNDED TO THE ACCOUNT. IF THERE IS DAMAGE TO THE PROPERTY THAT WILL RESULT OF LOSS OF DEPOSIT, PARK STAFF WILL CONTACT THE RENTER PRIOR TO ANY ACTION BEING TAKEN.**

**SALES TAX (7%) WILL BE CHARGED ON ALL RENTALS. TAX EXEMPT NONPROFIT ORGANIZATIONS ARE REQUIRED TO PROVIDE A COPY OF FORM NP-1 WITH RENTAL AGREEMENT.**

### Special Events

#### 5K Walk/Run

Our staff is available to walk through the course with you ahead of time as well as to mark the course prior to the race day. The fee for course marking is the staff assistance fee **of \$40/hour** (generally it takes two hours to mark a course). Parking is available in the South Field.

#### Cross Country

Keep the Main Parking area available to the buses. Please use the South Field for vehicle parking.

#### Private Programs

Porter County Parks is happy to work with various organizations and groups to coordinate special programming and activities. Please contact our office with any special requests or for details on event partnerships.

If you need additional help with traffic control and/or security, we recommend contacting the Porter County Sherriff's Department, at: 2755 S. State Road 49, Valparaiso, IN 46383, and Phone: 219-477-3000.

Events expecting attendance of 100+ should plan to provide portable toilet facilities. Porter County Parks and Recreation Department can obtain these for your event at an additional fee.



## **Facility Rental Policies**