

Sunman Community Park Rental Agreement

Name: _____ Phone Number: _____

Address: _____

Date of Event: _____ Start Time: _____ am/pm End Time : _____ am/pm

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Facility Requested: (Checks made payable to Sunman Park Board)

___ AB Campbell Building (includes front shelter) **\$250** (includes \$100 deposit)

___ AB Campbell Building (includes all three shelters) for wedding reception **\$450** (includes \$200 deposit)

___ Long shelter (North side of park) **\$125.00** (includes \$35 deposit)

___ Back shelter (West side of park) **\$125.00** (includes \$35 deposit)

___ Front shelter **\$100.00** (includes \$35 deposit)

- Rented property must be cleaned and in order by end time of the event.
- All trash must be taken out and deposited in the dumpster in parking lot
- Doors must not be propped open at any time.
- The park is a public place, please be considerate of others using the park.
- Alcohol is prohibited unless rental agreement is obtained and approved.
- Please keep the building clean and leave the building as you found it. Please use the checklist provided to ensure all cleaning procedures are followed.
- Failure to meet cleaning guidelines will result in the forfeiture of your deposit.
- No pets are permitted in the building, unless it is a service animal.
- All pets are to be cleaned up after and remain on a leash at all times on town property.
- Motorized vehicles may be used to drop off equipment in the grassy areas. All vehicles must be returned to the parking lot after unloading.
- In the event of grounds damage; including but not limited to ruts, grass damage, concrete or asphalt damage; I agree to restore the grounds to original condition.
- The renter assumes ANY and ALL liability for injury or damage to person or property. Renter assumes all responsibility of the facility while rental is in their possession.
- The Town of Sunman and all subsidiaries will not be responsible for any injury or damage that occurs during the rental period.

I have read and agree to all conditions set forth in this contract and accompanying checklist. Failure to comply with contract and check list are grounds for forfeiting deposit or any part thereof.

Signature: _____

Date: _____

Official: _____

Date: _____

****** Keys for the Community Building MUST be picked up at the Town Hall on the Friday before your rental by 4:00 p.m. and returned at the end of the event.******

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Sunman Community Park Rental Agreement

Payment Information: Name: _____ Receipt#: _____

Rental Amount Due: _____ Deposit Due: _____

Payment Method: _____ Received By: _____

YOUR RENTAL KEY
OPENS THE
JANITORIAL CLOSET
FOR ADDITIONAL
SUPPLIES

Should any issues arise, please contact a member of the park board IMMEDIATELY
Erick Taylor 401-447-1156 or Julie Brock 812-209-9110

Sunman Community Park Rental Check List
Our goal is for you to have the best rental experience possible. As stated in the contract you signed, this check list is a part of the rental agreement.

AB Campbell Building:

- ___ Tables, chairs, anything used from the storage room must be put back where it was found.
- ___ Stove, microwave and oven wiped clean.
- ___ Counters wiped clean with cleaner.
- ___ All food brought in MUST be removed from premises following rental.
- ___ All floors must be swept, mopped and water emptied outside. Put all mops/brooms back in storage room.
- ___ All mats must be taken outside and swept.
- ___ Bathroom sink wiped out and toilet flushed.
- ___ All trash must be taken to dumpster located in parking lot. All trash/cigarette butts must be picked up outside.
- ___ No tacks, nails or tape is to be used on walls.
- ___ Turn thermostat to 55 in winter or 75 in summer.
- ___ All doors and windows shut and locked.

Outside Shelters:

- ___ All tables put back under original shelters.
- ___ All trash picked up around shelter and trash cans emptied into dumpster in parking lot.

Please return the key and this form to the town hall key depository (located behind town hall).
Please sign the check list.

(Signature)

Deposit Information: _____ **Date:** _____

Return of Deposit Approved by: _____ **Return of Deposit Denied by:** _____ **Deposit Denied** _____

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