1013 N. LONG DRIVE
SYRACUSE, IN 46567
574-457-3440
PARKOFFICE@SYRACUSEIN.GOV

Park Reservation Form

Date of Rental: _____ Time of Rental: **ALL RENTALS ARE VALID FROM 8AM-8PM**

Event Name: _____ Estimated Attendance: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ E-Mail: _____

FACILITY		**RATE**		**ACTIVITY**
____	PAVILION – LAKESIDE PARK	$ 60 (DAILY)	_____	REUNION
____	GAZEBO – LAKESIDE PARK	$ 60 (DAILY)	_____	PARTY
____	PAVILION – WARD PARK	$ 60 (DAILY)	_____	PICNIC
____	PAVILION – VETERAN'S MEMORIAL	$ 60 (DAILY)	_____	WEDDING
			_____	OTHER (please specify)

_____

TOTAL DUE: _____

PARK RULES AND POLICIES

1. This reservation is for the pavilion or gazebo only. Other areas of the park remain open for public use.
2. Facilities must be left in good condition. If carelessness or vandalism is involved, the renter may be billed for damages.
3. Vehicles must remain in designated parking areas only and are not permitted to be driven in the park.
4. No alcoholic beverages are allowed in the parks.
5. No motorized vehicles are allowed in the parks.
6. Pets must always be on a leash and owners are responsible for cleaning up after pets.
7. Special equipment such as large tents, bounce houses and other inflatable equipment is prohibited for private rentals in the parks.
8. Rental fees minus $10.00 will be refunded if the event is canceled at least 7 days prior to the reservation date. **Refunds will not be issued due to inclement weather.**
9. Trees, shrubs, and flowers are not to be disturbed.
10. Food, drinks, and picnic tables are not allowed in the Gazebo.
11. Advertisements inviting the public to attend a function are not allowed without permission.
12. Flyers and handouts are not to be distributed in the park.
13. Decorations may not be tacked or nailed to the Gazebo or Pavilions, trees, or any of the facilities. (Tape or String may be used.) Decorations and equipment are not to be left in the park past the reservation date.
14. Banners and posters may not be posted without permission.

Waiver of Liability

I agree to indemnify and hold the Town of Syracuse and the Park Board harmless from any and all liability to any person for damages and claims for damages to person(s) or property resulting from any acts done on the park premises by myself or any other person coming or being on the park premises by the invitation or license of myself, express or implied.

The above park rules and waiver of liability are understood and agreed to by the individual/group requesting use of the above facilities:

Signature: _____ Date: _____

Fees, Rules and Policies approved by Syracuse Park Board September 9,2019