



BILLIE CREEK VILLAGE

P.O. Box 357
ROCKVILLE, INDIANA 47872
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{765} 569-0252 {765} 592-1197

Bridge Rental Contract

Today's Date: _____ Requested Rental Date: _____ Requested Bridge: _____
Name of Responsible Party: _____ Phone Number: _____
Email Address: _____ Fax Number: _____
Mailing Address: _____ Cell Phone: _____

1. Rental Rate:

- \$150.00 for event
- \$50.00/2 hours for rehearsal if required
- Not-for-profit: \$100.00
- Not-for-profit: \$50.00 for rehearsal

Additional Rental Policies

- ★ Payment must be received in full before your requested date can be held.
- ★ A Billie Creek Village employee must be on-site in case of emergencies or questions. The event contact will be provided a radio to contact this person.
- ★ The venue will be digitally photographed prior to use for post-event comparison. Must also complete pre- and post-event checklist.
- ★ No cars will be permitted in the Village until 4:30 pm during days of operation. A detailed event schedule must be submitted to
- ★ Billie Creek Village no later than two weeks prior to the event. Including date and time of rehearsal (limit 2 hours), outline of decorations

3. Damage Deposit:

\$50.00 Damage Deposit Required - to be refunded once property is inspected and found to be in good condition. A two week advanced cancellation notice is required or a \$50.00 fee will be kept from the deposit.

Date and Time of Rehearsal: _____

Date and Time of Event Set-up: _____ Date and Time of Event Tear-down: _____

Time Event will Start: _____ Time Event will end: _____

Billie Creek Village Staff

Date

Event Contact (Signature)

Date