



BILLIE-CREEK-VILLAGE

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

Chautauqua Rental Contract

Today's Date: _____

Requested Rental Date: _____

Name of Responsible Party: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

Mailing Address: _____ Cell Phone: _____

Additional Rental Policies

(1) Rental Rate:

- o \$400.00 with all sides up (3 sides)
- o \$250.00 with no sides up
- o *Not-for-profit.* \$265.00 with all sides
- o *Not-for-profit.* \$167.00 with no sides

(2) Damage Deposit/Cancellation

- o \$125.00 Damage Deposit is required and will be refunded once property is inspected and found to be in good condition. A two week advanced cancellation notice is required or a \$100.00 non-refundable cancellation fee will be kept from the deposit

- o Payment must be received in full before your requested date can be held.
- o 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 the village representative.
- o The venue will be digitally photographed prior to use for post-event comparison. Must also complete pre- and post-event check list.
- o No cars will be permitted in the Village until 4:30 pm during days of operation (Normally Fri. Sat. Sun).
- o Delivery of event items (i.e. tables & chairs) are to check in at the admissions office during days of operation (Normally Fri, Sat & Sun).
- o A detailed event schedule must be submitted to Billie Creek Village no later than two weeks prior to the event.
- o If alcohol is to be served at the event an indemnity statement must be signed. (attach to contract)

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 (Signature) Date

Event Contact (Signature) Date