



**BILLIE-CREEK-VILLAGE**

P.O. Box 357

ROCKVILLE, INDIANA 47872

www.billiecreekvillage.org

billiecreekvillage@billiecreekvillage.org

{765} 569-0252 {765} 592-1197

**Gazebo Rental Contact**

Today's Date: \_\_\_\_\_

Requested Rental Date: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell: \_\_\_\_\_

**Rental Rate:**

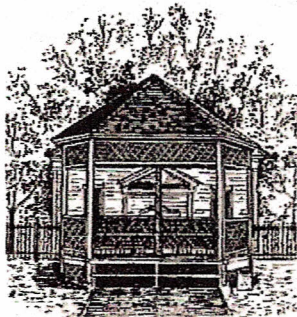
- o \$75.00 for event
- o \$30.00 for rehearsal if required (2 hours)
- o *Not-for-profit*: \$50.00 for event
- o *Not-for-profit*: \$20.00 for rehearsal if required (2 hrs)

**Additional Rental Policies:**

- o Payment must be received in full before your requested date will 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.
- o A detailed event schedule must be submitted to Billie Creek Village no later than two weeks prior to the event.

**Damage Deposit/Cancellation**

- o \$25.00 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 \$25.00 fee will be kept from the deposit.



Date and Time of Rehearsal: \_\_\_\_\_

Date and Time of Event Set-up: \_\_\_\_\_ Date and Time of Event Teardown: \_\_\_\_\_

\_\_\_\_\_  
Billie Creek Village Staff      Date

\_\_\_\_\_  
Event Contact      Date