



# INDY PARKS 2020 RENTAL FACILITY POLICIES

## Payment

- ◆ 50% of total contract amount is required to reserve the facility for your event plus refundable deposit
- ◆ Full Balance is due 30 days prior to your event.
- ◆ *If reservation is made less than 30 days before the event, 100% of payment is due at booking.*

## Refund Policy

- ◆ No refund on rental time booked but not used.
- ◆ Cancellation 30 or more days prior to event: Full refund minus a \$20 cancellation fee.
- ◆ Cancellation less than 30 days prior to event: **No Refund.**

\*Please give refunds 6-8 weeks to be processed.

## Reservation Hours

- ◆ Sunday-Saturday  
8:00 am– 10:00pm

## Fees and Charges

### Eagle's Hide-A-Way

Hide-A-Way (M-TH) \$75/hr Before 5pm	(M-TH) \$100/hr After 5pm	Weekend ( Fri after 5pm, Sat- Sun) \$150/hr \$150/hr
--	------------------------------	---

### Eagle's Crest

Crest (M-TH) \$75/hr Before 5pm	(M-TH) \$100/hr After 5pm	Weekend (Friday after 5pm, Sat-Sun) \$135/hr
---------------------------------------	------------------------------	---

### Shelters

Crest Outdoor Shelter	\$400(Resident) \$1 for each person over 100	\$480 Non-Resident \$1 for each person over 100
Marina (Indoor Shelter)	Weekdays (M–F) \$35 per hour \$5/\$6 gate fee per car	Weekends (Sat-Sun) \$45 per hour \$5/\$6 gate fee per car

\*All rentals must be for a minimum of 3 hours, including set-up/ decorating and clean up/tear down.

\*\*With a minimum of 6 hours rental time, client may receive two additional free hours for decorating built into the front of your rental

\*\*\*Weekend rates apply for holidays.

\*\*\*\*\$5 gate fee may apply at Eagle's Crest in 2020

## Tables and Chairs

- ◆ Tables and chairs are included with your reservation. You must provide your own table linens and decorations.
- ◆ Both sites have 6 ft banquet tables and 5.5 ft round tables

\*For the comfort and safety of ALL our clients, please ask your guests to stay within the rental area. Children should be supervised at all times and are not allowed to play in other rooms or in the halls.

## Deliveries

- ◆ Any deliveries to the facility (such as floral, party supplies, equipment, cakes, and entertainment) must be scheduled within your reserved time.

## Food

- ◆ \$30 fee for doing your own food or \$60 fee for catered events.
- ◆ Caterer must provide Certificate of Insurance, Board of Health Cert, Alcohol License, and complete questionnaire

## DJs, Bands, Musicians

- ◆ No profanity or sexually explicit lyrics.
- ◆ Volume should not be heard outside of event space with doors closed.

## Responsible Representative

- ◆ Person signing the contract is responsible for any damage to the facility and its grounds.
- ◆ Representative is responsible for behavior and control of guests. All guests must abide by Park Rules.
- ◆ Representative must be the last to leave in order to complete inspection of the facility with staff.

## Alcohol Policy

- ◆ By state law, hard liquor must be provided & served by a licensed caterer.
- ◆ Client may purchase from the state a temporary Beer/Wine permit & bartenders permit to serve beer and/or wine.

## Event Decorations And Signage

- ◆ No confetti, glitter, fake flower petals, or sand may be used inside or outside.
- ◆ Tablecloths are required on all tables during event.
- ◆ All candles must be enclosed, unless on a birthday cake.
- ◆ Nothing can be attached to doors, walls, or windows in any room.
- ◆ All helium balloons must be tied/weighted down and removed from the building during clean up time.
- ◆ All decorations must be removed at the conclusion of the event.
- ◆ The last hour of all rentals is for cleanup. Guest should be vacating property no later than hour before Contracted end time.
- ◆ If an outdoor sign is desired, please use a self-standing one. Do not affix signs on trees or any other Park property. Please remove signs at end of rental.

Eagle Creek Admin Office  
7840 W. 56th St.  
Indianapolis, IN 46254

Glen Doehring - 317.327.7193  
(glen.doehring@indy.gov)

\*All Indy Parks facilities are smoke free