



Indoor Facility Rental Policies

1. Responsibilities of the Renter

- a. The person signing the contract is responsible for behavior of guests and any damage to the facility and its grounds.
- b. Setup and teardown are the sole responsibility of the renter and must take place within your rented timeframe.
- c. The person responsible for booking, or their representative, must be the first to arrive before guests. Please note the facility will not be open before the start of your rental time.
- d. This same representative shall be the last to leave in order to complete cleanup and final walkthrough; do not leave the premise until staff has arrived and inspected the facility.
- e. Security deposit may be retained for damage to the facility, failure to adhere to rules of facility, or failure to properly vacate at the end of rental time.

2. Booking Hours

- a. All rentals must be a minimum of 3 hours.
- b. Rentals lasting six or more hours are eligible for an additional two free hours.
- c. For most of the year, facilities can be booked between the hours of 8 am – 8 pm; however, the Marina Overlook closes at 6 pm in the winter months (Oct. – March).
- d. Any deliveries to the facility (such as flowers, party supplies, rental equipment, food, entertainment, etc.) must take place within your rented timeframe.
- e. If you do not vacate promptly at the end of your rental time, you will forfeit your security deposit in full.

3. Payment

- a. To pay with a card over the phone contact us at 317-407-0071 or 317-327-7193.
- b. To pay with cash or check, please visit the Eagle Creek Admin Office (M – F | 9 – 5) located at 7840 W. 56th St. Indianapolis, IN 46254.
- c. To secure a date at one of our facilities, you will need to pay half your booking hours as well as your catering fee and refundable security deposit.
 - i. Each facility has a different hourly rate and security deposit; please refer to the following links for more information: [Hideaway](#) | [Marina](#)
- d. The remaining half of your booking hours will be due 30 days prior to your event. If you are booking within 30 days of your event, you will need to pay all fees upfront.

4. Cancellation/Refund Policy:

- a. Customer must give a minimum 14-day notice prior to the event to receive a full refund minus a \$20.00 cancellation charge. Customer may receive a 50% refund in any form if cancelled 7 to 14 days prior to the event. No refund/credit back if

cancelled less than 7 days prior to event. No refund/credit due to inclement weather. Deposit refunds will be mailed as a check to your address. Checks may take 6-8 weeks to process.

5. Alcohol | **Please Note that no alcohol is permitted at the Marina Overlook**

- a. Alcohol may only be served at pre-approved events with proper permits from all required agencies.
- b. In order to serve alcohol at your event, you need to submit two completed documents to us 30 days prior to your event. The two documents required are:
 - i. **Temporary Beer and Wine permit (35494)** from the Indiana Alcohol and Tobacco Commission (IATC) for the facility and day of your event. This application requires a signature from the local IMPD district for our facilities. We are served by the Northwest District IMPD Office located at 4005 Office Plaza Blvd. Indianapolis, IN 46254. Once their signature is obtained, mail or hand deliver the application and a \$50 check or money order to the Indiana Alcohol and Tobacco Commission, Marion County Excise Office District 6 located at 6400 E. 30th St. Indianapolis, IN 46219. Please note that obtaining this permit can take multiple business weeks; give yourself at least 90 days to complete this process to be safe. On the day of your wedding, you will need to display your approved permit in a visible area.
 - ii. **Temporary Employee Permit (54632)** or a valid liquor license belonging to your caterer, yourself, or an attendee of your event. If you do not have a caterer, or if nobody in your party has a liquor license, you or an attendee will need to apply for the IATC's Temporary Employee Permit. Alcohol can only be served by individuals who have a temp. employee permit or a liquor license. The Temp. Employee Permit will cost \$5/person and needs to be submitted to the Indiana Alcohol and Tobacco Commission, Marion County Excise Office District 6 located at 6400 E. 30th St. Indianapolis, IN 46219.
 - iii. Click [here](#) for a link to the IATC website where you can find applications for both the **Temporary Beer & Wine permit** and the **Temporary Employee Permit/liquor license**.

6. Conduct

- a. You must return all rented facilities back to their original condition. Please stack and store furniture in their designated areas.
- b. Place all trash in receptacles on site—littering may result in a forfeit of your security deposit.
- c. All music must stop one hour prior to the end of your rental time so proper clean up can take place within your rented timeframe.
- d. Music, sounds, and noise from your event cannot disrupt park patrons or business.
- e. Children should be supervised at all times and stay within rental area.
- f. Park in designated spots only—do not park or drive on the lawn or block sidewalks.
- g. Be respectful of facility staff; do not arrive before or stay past your rental time.

7. Decorating Rules

- a. No confetti, glitter, fake flower petals, sand, and/or water beads (Orbeez)
- b. Linens/tablecloths are required on all tables during your event.
- c. All candles must be enclosed, unless on a birthday cake.
- d. Nothing can be permanently affixed to doors, walls, or windows.
- e. Helium balloons must be secured.
- f. All decorations must be removed during cleanup.
- g. Last hour your rental is for cleanup. Guests should vacate no later than one hour prior to the end of your rental time.

8. Vendors | Caterers | Special Equipment

- a. All vendors and caterers must arrive within your rented timeframe—this includes deliveries as well as setup of equipment and decorations.
- b. Tents | The Hideaway and Crest can accommodate large outdoor tents. Tent delivery and teardown needs to be arranged with our team prior to your event.
- c. Any equipment which is left unattended at our facilities is the sole responsibility of the renter; we cannot guarantee the security of any items left unattended.
- d. Bounce Houses | **Please note that bounce houses are not permitted at the Marina**
 - i. You are not permitted to use the facility's electricity to power your bounce house – you must provide your own generator.
 - ii. Cords from generator must be outside of the path of play.
 - iii. Bounce house cannot obstruct sidewalks or roads.
 - iv. The bounce house requires constant adult supervision for child safety.
 - v. Insurance is not required but is recommended in case of accidents. If purchasing insurance, please list the “Consolidated City of Indianapolis” as “Additionally Insured”.

For further information, questions, or to book a tour please contact:

Samuel Newkirk

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Park Manager II | Marina Overlook, Eagle's Hideaway, & Eagle's Crest

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

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