
Heritage Park Gazebo



Rental Information

A beautiful and historical location for special events.

- Weddings
- Photographs
- Parties
- Concerts



1154 Ridge Road
Munster, IN 46321
(219) 836-PARK

To Heritage Park Gazebo Renters:

Thank you for choosing the *Heritage Park Gazebo* as the site for your upcoming event. It is our hope that you will find the facility conducive to your event and that your experience will be a positive one. The Heritage Park Gazebo is available to rent throughout the year, weather permitting.

The rental fee that you pay for the use of the Gazebo is **non-refundable**. The **only** exception is in the case of inclement weather. If inclement weather prevents your rental from being held, the rental fee minus an administrative charge will be refunded.

A \$100.00 security/cleaning deposit is required on all rentals. It is the responsibility of the renter to return the Gazebo to its pre-rental condition. **Should cleaning not be completed following your rental, you will forfeit your \$100.00 security/cleaning deposit, and Munster Parks and Recreation will assess a \$50.00 per hour fee for the time needed to clean the facility. If the party chooses Kaske House access, an additional \$100 fee will be added to the rental fee. No one is allowed access upstairs (roped-off).**

On the following pages, you will find important rental information. Please read through the information carefully.

Thank you for allowing Munster Parks and Recreation the opportunity to be of service to you. If you have any questions or concerns, please do not hesitate to call Munster Parks and Recreation at (219) 836-PARK (7275).

Heritage Park Gazebo Rates

	<u>Resident</u>	<u>Non-Resident</u>
Wedding Package*	\$300	\$350

Wedding package includes: Two (2) hour wedding, one (1) hour rehearsal, 50 white chairs set up in rows the day of wedding, one (1) site supervisor on duty, and seasonal plants provided on/near gazebo. **Kaske House access: If the bride and the bridesmaids would like access to the Kaske House, there will be an additional fee of \$100 added to the rental. Access is available on the main floor only. No access will be granted upstairs.*

	<u>Resident</u>	<u>Non-Resident</u>	<u>Not for Profit</u>
Hourly Rates	\$ 50 per hour	\$ 75 per hour	\$30 per hour
Additional Chair Rental (51-100)	\$3.00 each		

A 7% sales tax will be added to all rental fees. A \$10 fee will be charged for rescheduling.

Resident: Individuals who reside in and/or own property in Munster.

Non-Resident: Individuals and or groups who reside outside Munster.

Non-Profit: **MUNSTER-BASED GROUPS ONLY.** A group or organization with non-profit status (i.e. church, public or private school, community service group, 501C-3 organization). Rental is applicable Monday through Thursday only.

How to Reserve the Gazebo

1. Reservations are taken at the Munster Town Hall Parks Department, 1005 Ridge Road, Munster. **ALL RESERVATION MUST BE MADE IN PERSON.**
2. The full cost of the rental plus a \$100 security/cleaning deposit is due at the time you reserve the Gazebo. Approximately one week after the rental, the security/cleaning deposit will be mailed back to the renter as long as the Gazebo and park area are clean, no damage has been done, and no police or staff member (s) had to be called to the site.

GAZEBO RENTAL FEES ARE NON-REFUNDABLE. The **only** exception is in the case of inclement weather. If inclement weather prevents your rental from being held, the rental fee minus an administrative charge will be refunded.

3. The time of your rental must include the time necessary for your group to set up and clean the facility. You will not be afforded any additional time at the beginning or end of the rental, unless this time has been paid for and reserved in advance.

NOTE: For most rentals of the Gazebo, a site supervisor will be scheduled to work. The site supervisor will set up and take down chairs. The supervisor is not a cleaning service, but an individual who will be on-site to provide assistance and support during the rental.

General Information

- Built in 1999, this Victorian Gazebo (24') adds to the history and beauty of this 11-acre park.
- Heritage Park is also home to the Kaske House, listed in the National Register of Historical Places in the state of Indiana.
- The Gazebo and wooded surroundings provide a wonderful setting for weddings, family reunions, receptions and small parties.
- There are 4-5 picnic tables on site.
- This site offers a drop-off area with parking nearby.
- There are 50 chairs available for weddings.
- Electricity is available.
- A waiting area for the bride is available in the Kaske House for an additional fee.
- One portable restroom is available.
- Rental facilities are also available at Centennial Park, Community Park Social Center or at picnic shelters located in Beech, Bluebird, Centennial, Cobblestones, Community, Frank Hammond, Grove, Stewart, Westlakes, or White Oak Parks.
- Indoor facilities, in case of inclement weather, are not available. An alternate site must be arranged by the renter.
- An on-site supervisor will be included with the wedding package and larger events.

Rules and Regulations

1. The rental time of the Gazebo includes both the set up time and cleaning time. No additional time is permitted on the day/night of the rental.
2. No services (chairs, electricity, supervision) are provided during rehearsals.
3. The rental fee is non-refundable. The only exception is in the case of inclement weather. If inclement weather prevents your rental from being held, the rental fee minus an administrative charge will be refunded.
4. The renter may not begin setup at the Gazebo prior to the time specified on the rental agreement form - no exceptions will be made. This includes dropping off supplies, materials and catering prior to the scheduled time. As a general rule, no rental groups are to enter the Gazebo or park area until the site supervisor arrives. The renter must also clean the Gazebo and park area and leave by the time specified on the rental agreement form.
5. A \$10 fee will be charged for rescheduling your event. Rescheduling fee does not apply to adding additional hours to your rental only to date/time changes.
6. The park curfew is dusk.

7. Picnic tables, garbage cans and other furnishings may be moved during the rental time, but **must** be returned to their original positions before leaving Heritage Park. **NO PARK DEPARTMENT PROPERTY SHALL BE REMOVED FROM HERITAGE PARK.**
8. The Kaske House will be made available by the site supervisor to the bridal party only. All other guests are not permitted to enter the house during the rental. Equipment and/or materials for the rental may not be stored in the Kaske House.
9. All decorations (streamers, balloons, signs, etc.) must be taken down and discarded.
10. Birdseed is recommended instead of rice.
11. All garbage must be placed in the garbage cans on site.
12. If the Gazebo and park are not properly cleaned after a rental, the renter or organization will forfeit the \$100.00 security/cleaning deposit, and Munster Parks and Recreation will assess a \$50.00 per hour fee for the time needed to clean.
13. The renter is responsible for the conduct of all persons in attendance at the park. The renter (contact person or organization) will be held financially responsible for any damage to the Gazebo, park facilities, or property of Munster Parks and Recreation as a result of the rental. This includes damage done by vendors hired by the renter.
14. The renter assumes all risk, loss, damage or injury to persons or property. Munster Parks and Recreation is released from all claims for such loss, damage or injury sustained while using the Gazebo.
15. For weddings and larger events, Munster Parks and Recreation will provide a site supervisor. The site supervisor will set up and take down chairs, make the Kaske House available for the bridal party, give access to electricity on the gazebo, and provide any needed assistance throughout the rental. **THE SITE SUPERVISOR IS NOT A CLEANING SERVICE.** Renters **must** assume the responsibility of cleaning the park area. However, the site supervisor is expected to assist the renter, if necessary, in cleaning and will review the checklist of items to be completed before the renter leaves.
16. Alcohol and fireworks are not allowed in Heritage Park.
17. No grilling or open fire is allowed in any park.
18. Smoking is prohibited in the Kaske House and within fifteen (15) feet of the house, gazebo and public.

Special Equipment and Insurance

You may bring in special equipment (i.e. moonwalks, climbing walls) if no potential damage to the Gazebo and park area can occur and the equipment is not a fire hazard. If you would like to bring in special equipment to the rental, you must first receive approval from the Munster Parks and Recreation Superintendent of Recreation. In addition, the renter must provide a special rider insurance certificate with a minimum limit of \$1,000,000, naming the Town of Munster as an additional insured. This certificate must be submitted to the Superintendent of Recreation prior to the rental date.

For more information, please call (219) 836-PARK.

Thorguard Lightning Prediction System

The *Thorguard Lightning Prediction System* was installed in the parks to warn patrons of the dangers of lightning. When the 15-second **warning horn** sounds you should:

1. Clear the park immediately or seek proper shelter.
2. Do not return to the park or move out of shelter until **3 short horn blasts** sound. This is the **all clear** sound.
3. If the **all clear** sound does not sound after 30 minutes, dangerous weather is still in the area and the activity should be canceled.

Stop and seek shelter anytime you believe lightning threatens you, even if a signal has not been sounded.

Security/Cleaning Deposit Forfeiture

You will forfeit your deposit if:

1. You arrive at Heritage Park prior to the scheduled time. This includes dropping off supplies, materials, and catering prior to the scheduled time. As a general rule, no renter is to enter the park until the site supervisor arrives and secures the area.
2. The **site supervisor performs the majority or all of the cleaning.**
3. **Damage** is done to the Gazebo.
4. The Gazebo and park area are **not properly cleaned** and returned to their pre-rental condition.
5. Police or parks department staff are called out to the rental due to unruly behavior of renters and their guests.
6. If there is evidence that **alcohol or fireworks** were present in the park. Renters are responsible for informing their guests that alcohol and fireworks are not allowed in Heritage Park.
7. The rental time exceeds the scheduled time.

**HERITAGE PARK GAZEBO
Rental Cleaning Checklist**

Date: _____ Supervisor: _____

Renter: _____ Time: _____ to _____

Please check the following when completed:

- Chairs stored away
- Garbage picked up and park area cleaned
- Gazebo cleaned and electrical box locked
- The Kaske House secured

I acknowledge that the aforementioned duties were completed by the rental group and the site supervisor.

Renter

Site Supervisor

Security/Cleaning Deposit to be returned? Yes _____ No _____

SITE SUPERVISOR COMMENTS:

Frequently Asked Questions

- 1. May I enter the park area earlier than the time I have it rented?** *No. You are not permitted to enter the park area until your scheduled start time. If you do enter the park area early will automatically forfeit the security/cleaning deposit and be charged a minimum of one (1) hour additional time.*
- 2. May I set up the Gazebo and park area any way they want?** *As a general rule, the Gazebo and park area can be set up in any way the renter would like, as long as it is returned to the way it was when the group arrived. Decorations are allowed, as long as they do no damage, and are taken down at the end of the rental.*
- 3. Will the chairs be set up for my rental?** *A site supervisor will be assigned to all weddings and larger events. 50 white chairs are available for weddings, and will be set up by the site supervisor prior to the group arriving.*
- 4. Are alcoholic beverages or fireworks allowed?** *Alcoholic beverages and fireworks are not allowed at Heritage Park.*
- 5. Can I add additional time to the rental after a reservation is made?** *Yes, but only if the time is available, and the site supervisor assigned to the rental is able to work the additional time. The Heritage Park curfew is dusk.*
- 6. Am I responsible for cleaning the Gazebo after the rental?** *Yes. Renters are to clean the gazebo and park area after use. The site supervisor will also assist and go through a cleaning checklist with the group prior to leaving.*
- 7. What if weather prevents the rental from occurring? Do I get a refund?** *Inclement weather is the only exception in which a refund will be made. If inclement weather prevents your rental from being held, the fee minus an administrative charge will be refunded. The rental can also be rescheduled.*
- 8. May we use the home prior to the ceremony?** *Yes. The bride and the bridesmaids may use the home for a staging area prior to the wedding for an additional fee of \$50. This allows you access to the main floor only. No other individuals are allowed in the house during the rental.*
- 9. When will my deposit be returned?** *One week after the event, the security deposit will be mailed back to the renter as long as the facility is clean and damage free and no staff members had to be called to the site.*
- 10. Can I smoke on the grounds or in the house?** *Smoking is prohibited in the Kaske House and within fifteen (15) feet of the house, gazebo and public.*