



111 E. Old Ridge Road
Hobart, Indiana 46342

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parks@cityofhobart.org

Hobart Community Center Rental Agreement

- 1.) Final payment of rental is to be paid at least 30 days prior to the event date and at that time a facility permit will be issued. If rental is not paid at least 30 days prior, it will be cancelled.
- 2.) The Hobart Community Center key is to be picked up at the Hobart Police Station at 705 E 4th St. on the morning of the rental. The facility permit must be shown to obtain the key. The key must be returned immediately following the rental or a \$200 fee will be charged for the unreturned key.
- 3.) Cancellation notice received at least 60 days out will receive a full refund. If cancelled 30 days before the event, it will result in a 50% refund. If the rental is cancelled less than 30 days before the event, payment will NOT be returned.
- 4.) If alcohol is being consumed on the premises, an Excise Temporary Beer and Wine Permit must be on display, a licensed bartender must be issued by the Park Department, and a Hobart Police Officer must be present during the entire event.
- 5.) The Hobart Community Center is a smoke free facility.
- 6.) The use of the building will be strictly confined to the designated date, time, and use stated on the facility permit. If you stay past your rental time, an alarm fee will be issued.
- 7.) The rental deposit refund will be mailed 10-15 business days after the event if there is no damage to the hall and the rental agreement instructions are followed properly.
- 8.) The Park Department uses the kitchen facility & storage for various items. If these items are used or removed during rental of the building, the lessee will be responsible for returning or replacing the items before their deposit is refunded.
- 9.) When moving tables and chairs please pick them up - do not drag across the floor.
- 10.) Do not attach objects to the walls and no helium balloons are allowed in the main hall area. Fees will be taken from your deposit.
- 11.) Please TURN OFF all lights and LOCK ALL doors and windows before leaving. The front door is locked unlocked from the INSIDE.
- 12.) Please place ALL garbage in the dumpsters outside before leaving the hall.

*There are 20 - 60" round tables and 4 - 8' rectangle banquet tables available for use in the hall. The maximum capacity of the hall is 150 people.

The Renter recognizes he or she may be also responsible for any damage above and beyond their deposit amount. The Renter agrees to indemnify and hold harmless the City of Hobart, Hobart Parks Department, its officials, agents and employees from and against any claim, action, demand or cause of action for personal injury, death, or damage to property arising from any negligent or unlawful act of the Renter, its officials, agents, volunteers or employees.

Signature: _____ Date _____