



BILLIE CREEK VILLAGE

P.O. Box 357 Rockville, Indiana 47872

{765} 569-0252 www.billiecreekvillage.org

email billiecreekvillage@billiecreekvillage.org

Chautauqua Rental Contract

Today's Date: _____

Requested Rental Date: _____

Name of Responsible Party: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

Mailing Address: _____ Cell: _____

1. Rental Rate:

- \$400.00 with all sides up (3 sides)
- \$250.00 with no sides up
- Not-for-profit*: \$265.00 with all sides
- Not-for-profit*: \$167.00 with no sides

2. Damage Deposit/Cancellation

- \$125.00 Damage Deposit is required and will be refunded once property is inspected and found to be in good condition. A two week advanced cancellation notice is required or a \$100.00 non-refundable cancellation fee will be kept from the deposit

4. Additional Rental Policies:

- Payment must be received in full before your requested date will be held.
- 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.
- The venue will be digitally photographed prior to use for post-event comparison. Must also complete pre- and post-event check list.
- No cars will be permitted in the Village until 4:30 pm during days of operation (Normally Fri, Sat, Sun).
- Delivery of event items (i.e. tables & chairs) are to check in at the admissions office during days of operation (Normally Fri, Sat & Sun).
- A detailed event schedule must be submitted to Billie Creek Village no later than two weeks prior to the event.
- If alcohol will be served at the event an indemnity statement must be signed. (attach to contract)

Date and Time of Event Set-up: _____ Date and Time of Event Tear-down: _____

Time Event will Start: _____ Time Event will end: _____

Billie Creek Village Employee (Signature) date

Event Contact (Signature) date