

Facility Rental Agreement for the Town of North Manchester - Parks & Recreation Department

Strauss-Peabody Aquatic & Fitness Center - 902 N. Market St., North Manchester IN 46962 (260) 982-4919

As the representative for the rental party/group/organization listed below, I hereby agree to rent the selected facility for the listed date and time. I have read and understand the Facility Rental Agreement Rules & Regulations and acknowledge receipt of a copy. I understand it is my responsibility to see that the Rules & Regulations are obeyed while using any facility within the North Manchester Parks & Recreation system. Payment is due no later than 7 after the reservation is made. Make checks payable to NMPPR. No refunds are issued for inclement weather. A partial refund (less a 20% Administrative Fee) may be issued if requested atleast 2 wks in advance. We strongly recommend investigating the furnishings and amenities (lights, outlets, tables, benches, grills, etc.) prior to your reservation day.

Name of Rental Party/Group/Organization				Signature of Rental Party/Group/Organization Representative				Cell Phone Number		Alt Phone Number	
Address				Town		State		Zip Code		E-mail Address	
Event Date:				Event Type				Est Attendance			
Month		Day		Year		Day of Week		Birthday - Reunion - Baby Shower - Graduation - Wedding			

RESIDENT												NON-RESIDENT		
Warvel Park			X	Rental Times	X	Fee	Tax	Total	X	Fee	Tax	Total		
*Scout Hall		Half Day		8 am - 3 pm		75.00	5.25	80.25		99.00	6.93	105.93		
				3:30 - 11 pm		75.00	5.25	80.25		99.00	6.93	105.93		
		Full Day		8 am - 11 pm		145.00	10.15	155.15		195.00	13.65	208.65		
A \$50 key deposit is required (cash/check) to pick up the Building Key for your rental.												50.00		
Main Pavilion		North Side		8 am - 3 pm		25.00	1.75	26.75		35.00	2.45	37.45		
				3:30 - 11 pm		25.00	1.75	26.75		35.00	2.45	37.45		
				8 am - 11 pm		45.00	3.15	48.15		65.00	4.55	69.55		
		South Side		8 am - 3 pm		25.00	1.75	26.75		35.00	2.45	37.45		
				3:30 - 11 pm		25.00	1.75	26.75		35.00	2.45	37.45		
				8 am - 11 pm		45.00	3.15	48.15		65.00	4.55	69.55		
		Entire Pavilion		8 am - 3 pm		35.00	2.45	37.45		45.00	3.15	48.15		
				3:30 - 11 pm		35.00	2.45	37.45		45.00	3.15	48.15		
				8 am - 11 pm		65.00	4.55	69.55		85.00	5.95	90.95		
9th St Pavilion		Half Day		8 am - 3 pm		25.00	1.75	26.75		35.00	2.45	37.45		
				3:30 - 11 pm		25.00	1.75	26.75		35.00	2.45	37.45		
		Full Day		8 am - 11 pm		45.00	3.15	48.15		65.00	4.55	69.55		
Wedding Pkg #1 Includes Gazebo-Benches-Waterfall				8 am - 11 pm		250.00	17.50	267.50		300.00	21.00	321.00		
Wedding Pkg #2 Pkg #1 and Scout Hall				8 am - 11 pm		350.00	24.50	374.50		400.00	28.00	428.00		
Gazebo		Non-Profit Only	2 hrs	_____ - _____		50.00	-	-		Includes Benches				
Aquatic & Fitness Center														
Party Room		2 hrs		_____ - _____		40.00	2.80	42.80		50.00	3.50	53.50		
Rental includes 5 pool admissions. Each additional swimmer is \$5. Children 6 and under will be admitted free with a paying Adult. An adult must sign a waiver for all swimmers.														
Conference Room		2 hrs		_____ - _____	X	25.00	1.75	26.75	X	35.00	2.45	37.45		
Therapy Pool Lifeguard Fee		1 hr		_____ - _____		80.00	5.60	85.60		80.00	5.60	85.60		
						9.00	-	9.00		9.00	-	9.00		
Lap Pool		1 hr		_____ - _____		80.00	5.60	85.60		80.00	5.60	85.60		
Lifeguard Fee						9.00	-	9.00		9.00	-	9.00		

Town Life Center		X	Rental Times	Fee	Tax	Total
*Gym	Half Day		8 am - 3 pm	50.00	3.50	53.50
			3:30 - 11 pm	50.00	3.50	53.50
	Full Day		8 am - 11 pm	75.00	5.25	80.25
*Merritt Room	Half Day		8 am - 3 pm	50.00	3.50	53.50
			3:30 - 11 pm	50.00	3.50	53.50
	Full Day		8 am - 11 pm	75.00	5.25	80.25
*Gym and Merritt Room	Half Day		8 am - 3 pm	70.00	3.50	73.50
			3:30 - 11 pm	70.00	3.50	73.50
	Full Day		8 am - 11 pm	130.00	5.25	135.25
*Conference Room	2 hrs		_____ - _____	25.00	1.75	26.75
*A \$50 key deposit (cash/check) is required to pick up the Building Key for all Town Life Center rentals						

RENTAL PAYMENT INFORMATION						
Rental Fee Total _____	Cash <input type="radio"/>	Check <input type="radio"/>	Check # _____	Credit Debit <input type="radio"/>	Date Paid _____/_____/2022	
Amt Paid _____						
Invoice # _____	Staff Initials _____					

\$50 Key Deposit (Must be paid by cash or check)						
Date Paid-Key Issued	Cash	Check	Check #	Key # Issued	Staff Initials	Date Key Returned

Warvel Park Restroom Key			
Date Key Issued	Key #	Staff Initials	Date Key Returned