



Portage Township, Porter County  
3590 Willowcreek Rd., Suite B | Portage, IN 46368  
Phone: 219.762.1623 | Fax: 219.763.9658  
[www.portagetrustee.org](http://www.portagetrustee.org)

**AGREEMENT FOR USE OF BONNER SENIOR CENTER COMMUNITY BUILDING**

**Date:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

**Facility**

- Dining Room
- Four Seasons Room
- Courtyard

**Estimated Attendance:** \_\_\_\_\_

**Event Type**

- Catered
- Non-Catered

**Renter Information**

- Portage Township Resident
- Non-Portage Township Resident
- Charitable Organization

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City | State | Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Tax ID# \_\_\_\_\_

Non-Profit Documentation

**Room Rental Time**

- Weekday (Mon-Fri) 5pm-9pm
- Saturday 10am-4pm
- Saturday 5pm-10pm
- Saturday 10am-10pm
- Sunday 11am-3pm
- Sunday 4pm-8pm
- Sunday 10am-8pm

**Rental Fee:** \$ \_\_\_\_\_

**Sales Tax:** \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

*Date Paid:* \_\_\_\_\_

*Receipt #* \_\_\_\_\_

*Deposit:* \$ \_\_\_\_\_ *cash* \_\_\_\_\_ *check* \_\_\_\_\_

## **TERMS OF THIS AGREEMENT**

### **RENTAL:**

The Dining Room, Four Seasons Room and Courtyard are available for rental. At its discretion, the Township may deny the use of the any facility to any prospective Renter, or at the Renter's expense, may require additional security when the rental causes concern due to the purpose, type of function, attendance, age, or previous rental history of the renter.

### **INSURANCE:**

The Renter shall obtain and maintain in amounts sufficient to provide coverage for any liabilities that may reasonably arise out of or result from the respective obligation under this Agreement. This policy also applies to anyone you hire including caterers, paid decorators, photographers, DJ's, bands, and all entertainers. Proof of Liability Insurance must be on file with the Township no later than two weeks before the event. If there is no insurance in place with any/all of these hired groups, a Special Event Coverage policy must be purchased by the renter naming Portage Township, Porter County and the Bonner Senior and Community Center as an "additional insured".

### **CATERER CONDITIONS:**

When using an outside catering service, the caterer must have a valid Food Establishment permit and the possession of \$1,000,000 General Liability Insurance. Portage Township/Bonner Senior and Community Center will need these 2 weeks prior to the event

### **LINEN:**

Linen options are limited. Additional linens may be rented and/or provided by a caterer or rental service.

### **DECORATIONS:**

No staples, tacks, pins, or nails may be used to affix decorations. No adhesive tape of any kind can be used on the walls, furniture or carpet. In the event that proper authorization is not received and damage results, the cost of the repair and/or replacement will be billed to you. Renter is responsible for installing and removing all decoration during the designated times. Candles in approved candleholders are permitted. Renters should familiarize themselves with fire extinguisher locations. Helium balloons are OK provided they are not let loose. Please tie them securely to something stationery.

### **EQUIPMENT RENTALS FROM OUTSIDE COMPANIES:**

The Township assumes no responsibility for any rental equipment. Rental equipment must be delivered and picked up on the day of the event, unless special arrangements have been made. The Township will not accept delivery without prior arrangements through Township staff.

### **MUSIC POLICY:**

Music groups and D.J.'s must set up before the event and breakdown immediately following the event. The Township is not responsible for instruments/equipment left on the premises before or after the event.

### **COMPLIANCE WITH POLICIES & PROCEDURES:**

The Renter and all other persons present and using the room under the renter must comply with all rules and regulations.

### **SMOKING RESTRICTIONS:**

The Bonner Senior Center is a non-smoking facility. Smoking is allowed only in designated outdoor smoking areas. All renters are expected to follow this policy and inform and monitor their guests to ensure the policy is being adhered to.

### **ALCOHOL CATERING:**

Renter understands and agrees that liquor, beer, and wine may only be served at renter's event by an approved Licensed Caterer that has a liquor license issued by the State of Indiana to cater liquor for off premise events and that said Caterer must hold a Catering Certification through the State of Indiana prior to renter's event. Renter further agrees to provide a Certificate of Insurance to Portage Township naming Portage Township and The Bonner Senior Center Community Building as an additional

insured in an amount not less than One Million Dollars (\$1,000,000) worth of liability insurance to cover any injury, loss or damages caused by negligence by renter for the duration of the rental agreement. This Certificate must be provided at least two (2) weeks prior to renter's Event date.

**Security is mandatory** for events where alcohol is served. Renter must provide contract from security to Portage Township/Bonner Senior and Community Center. For events of up to 100 people, at least one (1) security officer shall be present for the duration of the event. For events of 100 people or more, at least two (2) security officers shall be present for the duration of the event. The Lessee is responsible for any cost associated with the hiring of security officers, each of whom shall be and off-duty law enforcement officer with the Portage Police Department or the Porter County Sheriff's Department.

**TEENAGE EVENTS:**

Any event where the primary age of the participants is under the age of nineteen is required to have a minimum of three adult chaperones with an additional chaperone for every fifteen participants over thirty in attendance.

**PET POLICY:**

No pets are allowed on the Township premises, except for assistance dogs.

**CANCELATION POLICY:**

Full payment and signed contract is required to reserve your event. Should an event be cancelled six (6) months or more prior to the event date, your deposit may be refunded. For cancellations made less than six (6) months prior to the date, the following deposit refund schedule will apply:

**150 days prior to event: One quarter (25%) of initial payment nonrefundable**

**120 days prior to event: One half (50%) of initial payment nonrefundable**

**90 days prior to event: Entire initial payment nonrefundable**

**No refunds will be made when the event is canceled by the Township due to the CLIENT's non-compliance with the terms and conditions of this rental agreement.**

**RETURNED CHECKS:**

A fee of \$35.00 will be charged on each check that is returned for Non-Sufficient Funds.

**PERSONAL PROPERTY:**

The Township will not assume responsibility or liability for personal property and equipment brought onto or left on the property.

**RESPONSIBILITY FOR DAMAGES:**

Renter will pay for all damages that occur during the rental. At the Township's discretion will bill renter for all damages. Renter is responsible for notifying Township Staff of any existing damage to the room in writing; prior to the event. If no notice is given, the renter agrees the room was not damaged prior to the function.

**FORCE MAJEURE:**

Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default is caused by conditions beyond its control including, but not limited to natural disasters, government authority, acts of terrorism, labor disputes, or any other act outside the control of the Township and the signed parties.

**INDEMNIFICATION:**

The Renter, their successors and assigns, hereby indemnifies and holds the Portage Township, Porter County, its officers, directors, employees, agents, successors and assigns, free and harmless from and against any and all claims, actions, damages or expenses, including reasonable attorneys' fee and such fees to enforce this indemnification, for which the Township, its officers,

directors, employees, agents, successors and assigns may become liable or incur in connection with any matter associated with Renter's use of Township facilities for the event listed above.

**PORTAGE**



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I, the undersigned, hereby acknowledge that I have read, understand and agree to all of the terms and provisions of this policy and that services provided under this agreement are expressly limited to those set forth above and that the charges and terms are acceptable.

I agree to comply with all applicable qualifications, rules, policies and procedures as determined by Portage Township, Porter County, and all federal and state laws and standards, as well as all Township policies for kitchen use, facility use, etc., in effect at the time of the event.

I am authorized to enter into this agreement.

In the event of litigation, to collect sums due hereunder, the Township shall recover reasonable attorneys' fees.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

**A Township Representative has collected the following:**

- Signed Agreement
- Rental Payment (including sales tax if applicable)      RECEIPT# \_\_\_\_\_
- Refundable Security/Clean-Up Deposit (\$100.00)       CHECK # \_\_\_\_\_       CASH
- Proof of Liability Insurance (For hired groups(caterer, entertainers, photographers, decorators) or Special Event Policy)
- Catering Paperwork (if applicable)

\_\_\_\_\_  
Township Representative

\_\_\_\_\_  
Date



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### BONNER SENIOR CENTER ROOM RENTAL RATES

#### SATURDAY

	Four Seasons Room	Dining Room	Courtyard
10am-4pm	\$150.00	\$150.00	
Non-Resident Rate	\$250.00	\$250.00	
5pm-10pm	\$200.00	\$200.00	
Non-Resident Rate	\$300.00	\$300.00	
10am-10pm	\$300.00	\$300.00	\$50.00
Non-Resident Rate	\$400.00	\$400.00	\$75.00

#### SUNDAY

	Four Seasons Room	Dining Room	Courtyard
11am-3pm	\$125.00	\$125.00	
Non-Resident Rate	\$175.00	\$175.00	
4pm-8pm	\$125.00	\$125.00	
Non-Resident Rate	\$175.00	\$175.00	
10am-8pm	\$200.00	\$200.00	\$50.00
Non-Resident Rate	\$250.00	\$250.00	\$75.00

#### WEEKDAY (Monday-Friday)

	Four Seasons Room	Dining Room	Courtyard
5pm-9pm	\$100.00	n/a	n/a
Non-Resident Rate	\$150.00	n/a	n/a

#### Facility Occupancy

Four Seasons Room – 120  
 Dining Room – 150  
 Courtyard – 50

#### Charitable Organization

Portage area registered non-profit organizations may receive a 50% discount on room rental. Non-profit documentation required. All applicable rules apply.