



CITY OF LOWDEN PARK SHELTER RENTAL AGREEMENT

GENERAL INFORMATION: Enclosed Park shelters are reserved on a first-come basis. The rental fee is **\$50.00** per day and in addition to the non-refundable rental charge, the City of Lowden requires a cleaning/damage deposit of **\$50.00** per rental. **Please pay with two separate checks/money orders.** All rental and cleaning/damage deposits are due when the key is picked up. **The cleaning/damage deposit check will be destroyed after successful post inspection occurs after your event unless a separate arrangement is made with the clerk.**

LIABILITY: Renter is responsible for all actions and inactions of its guests, agents, caterers, or any third-party present at the shelter, using the facilities and grounds. All renters agree to unconditionally indemnify and hold harmless the City of Lowden, its officers, official's agents, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the rental of the park shelter, facilities and grounds.

Name of Renter: _____

Address: _____

Telephone Number: _____ Email: _____

Date of Rental: _____ North Shelter _____ South Shelter _____

I/We agree to abide by the rules for the Lowden Park Shelter as established by Lowden City council and agree to compensate the City of Lowden for any damage to the shelter. The shelter key must be returned no later than 48 hours after your event to avoid loss of cleaning/damage deposit. You will also be assessed additional replacement fees for a replacement lock/hardware if the key is lost or not returned. The Park closes @ 10pm.

1. Occupation of the shelter is from **7:00am - 9:45pm** on the day of rental only.
2. All applicants must be 18 years or older to reserve the shelter.
3. Smoking is not permitted in any shelter.
4. Return picnic tables and chairs to their original place.
5. Clean out refrigerator if used. Wipe off tables/countertops/floors.
6. No signage is to be attached to park trees.
7. Remove decorations including tape and tacks used to install them.
8. Bag all trash. Trash bags should be left inside the shelter for city pickup.
9. Pick up litter in the immediate area outside the shelter.
10. Turn lights off, close and lock all windows and lock entrance/exit door.
11. Return shelter key to City Hall. Key can also be posted in the drop box at the front door.

Signature: _____

Date: _____

Office Use:

Rental Fee: \$50.00 Paid: _____ CHK/M-ORDER/CASH KEY #: _____

\$50 Cleaning/Damage Deposit Paid: _____ CHK/M-ORDER/CASH Returned: _____