



**PICNIC SHELTER  
RENTAL APPLICATION FORM**

1590 Park Avenue  
Winona Lake, IN 46590

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

**Rental Time:** from \_\_\_\_\_ to \_\_\_\_\_

**NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE SHELTER OR ON PARK GROUNDS.**

Name of Group or Organization: \_\_\_\_\_

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

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

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

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

City, State, Zip: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Intended Use: \_\_\_\_\_

**SHELTER FEES**

**Shelter rental with electricity - \$53.50 (includes tax)**

*It is understood and agreed that the Town of Winona Lake is free of liability for personal injury or property damage claims that may arise or occur during the scheduled rental of the shelter facility and that no cause of actions shall accrue to organization, it's users, participants and guests for injuries or property damage of any kind whatsoever arising from use of the facility by renting organization. Applicant agrees to hold the Town of Winona Lake, its agents, and employees harmless from all such claims for personal injury or property damage.*

***The applicant has read and understands the rules and regulations of the Winona Lake Parks Department for renting the shelter and agrees to abide by them.***

Applicant Signature: \_\_\_\_\_

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

**FOR OFFICE USE ONLY**

FEES PAID	Amount:	Payment Type:	Received By:	Receipt #:
Date:				



**PICNIC SHELTER  
RULES AND REGULATIONS**

1590 Park Avenue  
Winona Lake, IN 46590

**NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE SHELTER OR ON PARK GROUNDS.**

- No outside sales can take place in the Park without proper permit.
- The shelter cannot be rented after Park is closed.
- All tape and decorations must be removed after the event. This includes removing any signage identifying your function.
- **DO NOT** cover or remove signage within the Park.
- **DO NOT** use confetti or rice in the Park; instead, please use birdseed. (Confetti is difficult to remove. Confetti/Rice are hazardous to wildlife.)
- Keep balloons away from trees; water balloons are not allowed.
- Clean up spills from picnic tables and shelter floor.
- Clean up any outside areas used (cigarette butts, cups, etc.) and properly dispose of coals, cigarette and cigar butts in a safe manner.
- Bag all garbage and place in Park trash cans. A dumpster is located behind Town Hall for excess bags of trash.
- Remember to remove personal items and any other furnishings or equipment from the site when you leave.
- **NO DRIVING, PARKING, OR UNLOADING IS ALLOWED ON PARK GROUNDS.**