



*Program Reservations:*

St. Joseph County Parks  
32132 State Road 2  
New Carlisle, IN 46552  
Office: 574/654-3155  
Fax: 574/654-3674

*Program Locations:*

- St. Patrick's  
50651 Laurel Road  
South Bend, IN 46637
- Ferrettie/Baugo Creek  
57057 Ash Road  
Osceola, IN 46561
- Bendix Woods  
32132 State Road 2  
New Carlisle, IN 46552

Thank you for your interest in the leisure programs offered by St. Joseph County Parks. In order to make a program reservation, please follow the instructions below.

After you have thoroughly read the Leisure Program Agreement, please sign, initial and date the highlighted areas on both pages of the contract.

1. Return the Leisure Program Agreement with **2 checks** or call 574/654-3155 to use your credit/debit card for payment.
2. **The first check, for the total amount of your program fee, is due upon receipt of this letter. The second check, in the amount of \$100 is for a security deposit and must be paid at least 2 weeks prior to the event.** The security deposit will be returned once it has been determined that park rules, policies, and the conditions of the attached Leisure Program Agreement have been followed and met.
3. **Please make checks (or money orders) payable to St. Joseph County Parks Department.**
4. Mail or bring payment to: **St. Joseph County Parks, 32132 SR 2 New Carlisle, Indiana, 46552**

PLEASE NOTE: We are unable to guarantee your reservation until we have received payment.

More information about the leisure program you are interested in has been provided in the following information packet. We hope you find the information helpful and ask that you share the information with the others in your group. Please call 574/654-3155 if you have any questions.

We hope that you have a wonderful outing. Let us know how we can help!

Sincerely,

St. Joseph County Park Staff

## **Hayride Frequently Asked Questions**

### **What are the options for hayrides?**

Tractor drawn hayrides are offered in two-hour timeslots in late September and October. Evening hayrides are available Wed.-Sun. from 1-3pm, 3:30-5:30pm, 6-8pm and 8:30-10:30pm. The fee for an evening hayride is \$110 for up to 80 participants and a campfire is included. Morning hayrides are available Wed.-Fri. for a two-hour timeslot beginning at 9, 9:30 or 10am. The fee for a morning hayride is \$75 for up to 80 participants. Adult groups with a morning hayride may request a campfire for an additional \$35 (must make campfire request at time of reservation). All hayrides include nearby restrooms, a tractor, two hay wagons and a driver for two hours. Shelter usage is not included with a hayride, although a shelter may be rented for an additional fee.

### **If we have a campfire, do we build our own fire?**

No. For safety reasons and limited firewood availability, the park ranger on duty will build and maintain your fire. Please keep a watchful eye on all children near the fire.

### **What are the rules for hayrides?**

Smoking is not allowed. Do not stand or sit on railing of wagon while in motion. No food or drinks in the wagons. Do not throw straw out of the wagons. Do not exceed wagon capacity. Bring your own roasting sticks.

### **May we bring food and drinks?**

Yes, but keep in mind that food and drinks are not allowed in the hay wagons, and glass containers are not allowed in the park. Many groups enjoy roasting marshmallows and hotdogs (please bring your own roasting sticks) around the campfire, and drinking hot chocolate and apple cider. Beer and wine are allowed at the campfire only. Drinking by, or serving alcohol to minors is prohibited.

### **How many people may ride at once?**

Two wagons are towed behind the tractor, each able to hold 20 adults, totaling 40 adults per trip. The hayride group can determine how many trips they want the driver to take within the two hour time slot. If your group has more than the maximum of 80 participants permitted, you must reserve an additional hayride timeslot in order to accommodate all participants.

### **What time may we arrive and leave?**

Since we book hayrides back to back, you may arrive no earlier than 15 minutes prior to your scheduled hayride. The hayride site must be clean and evacuated no later than 15 minutes after your scheduled hayride period ends.

### **What if we want to stay longer or arrive earlier?**

You may rent a shelter in advance of your hayride. Shelter rentals are limited and based on availability. If you rent a shelter, the shelter is reserved for your group for the day. You will have access to your shelter during the hours requested for rental. Your hay wagon will arrive at your shelter at the scheduled time. For more information on shelter rental, or to inquire on availability and cost of a shelter, call 574/654-3155.

### **What is the cancellation and refund policy?**

Cancellations due to weather are at the discretion the St. Joseph County Park staff. We will phone you two hours prior to your hayride to attempt to reschedule if the weather is bad. If it is not possible to reschedule the hayride, a complete refund will be issued. If your group cancels following payment and up to two weeks prior to the hayride date, 20% of the total fee will be withheld. For cancellations made within two weeks of the hayride date, no refunds will be issued.

### **What do I do with the liability waiver?**

The waiver is provided for schools, clubs, churches and other groups where most of the participants are under the age of 18 and they will not have a parent or guardian present. If this applies to your group, please copy the waiver and distribute to the parents or guardians of the participants. You may turn in the signed copies to the supervisor the day of your hayride.



# ST. JOSEPH COUNTY PARKS LEISURE PROGRAM AGREEMENT

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	<b>Program Locations</b>			
	St. Patrick's County Park 50651 Laurel Rd. South Bend, IN 46637	Ferrettie/Baugo Creek County Park 57057 Ash Rd. Osceola, IN 46561	Bendix Woods County Park 32132 SR 2 New Carlisle, IN 46552	

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Organization Name: \_\_\_\_\_ Alt. Phone: (\_\_\_\_) \_\_\_\_\_  
*(Company/Agency/Church/Family Group, if applicable)*

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Program: \_\_\_\_\_ Time Frame of Program: \_\_\_\_\_

**Program desired (check all that apply):** # of Participants: \_\_\_\_\_ Grade/Age: \_\_\_\_\_

<u>Winter Innertubing</u>			<u>Group Canoe Rental</u>			<u>Fall Hayrides at Bendix Woods</u>		
SITE	CAPACITY	FEE	TRIP	CAPACITY	FEE		CAPACITY	FEE
<input type="checkbox"/> St. Patrick's	99	\$150	<input type="checkbox"/> Keller to STP 1-14 canoes		\$23/ea.	<input type="checkbox"/> Evening	80	\$110
<input type="checkbox"/> Ferrettie/Baugo Creek	99	\$150	<input type="checkbox"/> Keller to STP 15 + canoes		\$18/ea.	<input type="checkbox"/> Daytime	80	\$75
<input type="checkbox"/> Ferrettie/Baugo Creek	300	\$250	<input type="checkbox"/> STP to Niles 1-14 canoes		\$23/ea.	<input type="checkbox"/> Daytime Campfire		\$35
<input type="checkbox"/> Wed. - Fri. extra hour		\$50	<input type="checkbox"/> STP to Niles 15 + canoes		\$18/ea.	<input type="checkbox"/> 9:30-11:30AM	<input type="checkbox"/> Deneve	
<input type="checkbox"/> _____		\$ _____	<input type="checkbox"/> # Cushions _____ (25 max.)		\$2/ea.	<input type="checkbox"/> 1-3PM	<input type="checkbox"/> Runnels	
			<input type="checkbox"/> # Canoes _____			<input type="checkbox"/> 3:30-5:30PM	<input type="checkbox"/> Glenn Bauer	
			<input type="checkbox"/> Meet at STP <input type="checkbox"/> Meet at Keller			<input type="checkbox"/> 6-8PM	<input type="checkbox"/> Van Paris	
			<input type="checkbox"/> _____		\$ _____	<input type="checkbox"/> 8:30-10:30PM	<input type="checkbox"/> Studebaker	
						<input type="checkbox"/> _____	<input type="checkbox"/> Saulk Trail	

Program Fees: \_\_\_\_\_  
 Additional Fees: \_\_\_\_\_ **Total Amount Due : \$ \_\_\_\_\_**

**PROGRAM TIMES** - All groups may arrive no earlier than 15 minutes prior to program start time, and must depart no later than 15 minutes after program end time. Early entry or later departure requires additional ranger fees at a cost of \$35/hr. All renters must be out by 11:00 p.m. by County Ordinance. \_\_\_\_\_ (Initials)

**PAYMENT/REFUNDS** – All program fees are final. All program reservations must be paid within five (5) business days after reservation is made. If payment is not received, reservation will be canceled. If participant cancels following payment and up to two (2) weeks prior to program date, 20% of total fee will be withheld. For cancellations made within two (2) weeks of program date, no refunds will be issued. If cancellation is made by park staff due to weather or unforeseeable conditions, the program will be rescheduled if possible, or a complete refund will be issued. (**Returned Check** fee is \$30.00). \_\_\_\_\_ (Initials)

**RELEASE AND INDEMNIFICATION AGREEMENT -**

For and in consideration of St. Joseph County Parks licensing the undersigned to participate in the above designated program on \_\_\_\_\_ (date of event), the undersigned, executors, and administrators hereby agrees to release, hold harmless, defend and indemnify St. Joseph County, Indiana and St. Joseph County Parks Department, their officers, directors, employees and agents, from any and all costs, claims, losses, liabilities or damages arising from or in any way related to, the participation in the above mentioned program and all associated activities.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_



## PARK RULES & SHELTER POLICIES

- Renter must be present at rental.
- Absolutely no balloons, egg tosses, confetti, dunk tanks or candles are allowed in the park.
- Alcoholic beverages are limited to picnic areas; beer and wine in non-glass containers only. The sale of alcohol is prohibited.
- Causing damage to signs, shelters and other structures is prohibited. **The use of staples, nails, and/or tacks for the purposes of decorating/hanging signage and/or banners is strictly prohibited.**
- It is unlawful to litter or dump trash in the park.
- Tents, canopies, pop-ups, etc. are not allowed in shelter/picnic areas except where designated and approved.
- Amplified sound shall not exceed 75 decibels within a 150 foot area, and will be monitored by Park Rangers. Noise levels should not disturb other park patrons or renters.
- The number of persons attending a shelter rental shall not exceed the firecode capacity of the facility.
- No live animal exhibits—no petting zoos or pony rides.
- Possession of firearms and weapons is prohibited.
- Smoking is not allowed in any park building or on park property.
- Defacement, destruction, removal or disturbance of property, equipment or natural features is prohibited.
- Pets must be restrained on a six (6) foot leash. No pets are allowed in buildings (other than service dogs). Owners must clean up after their pets. Pets are not allowed in designated swimming areas.
- Swimming is permitted in designated areas and at posted times only.
- Sledding/tobogganing is prohibited. Innertubing is allowed only during staff supervised times/in designated locations.
- Fishing activities and boat launching is permitted in designated areas. (All state laws apply)
- Disorderly conduct is prohibited, as well as other activities which are deemed dangerous or improper.
- Maximum speed is 20 mph or as posted. Vehicles may be operated only on roadways and must park in designated parking areas. Service roads are available for drop off of special needs individuals. Vehicles must return to designated parking areas after drop off.
- Ground fires are not permitted without written permission of the Director. All other fires are restricted to limited areas and containers such as grills, wood burners or fireplaces.**

**I have read and understand the Park Rules & Shelter Policies** \_\_\_\_\_ (Initials)

**A SEPARATE DAMAGE & EXTRAORDINARY CLEAN-UP DEPOSIT of \$100** will be required for all leisure programs, unless a shelter has been rented in addition to the program. Shelter rentals require a deposit of \$150, and that deposit will apply to both the shelter and the program. The security deposit will be returned by mail the next business day provided all rules have been followed and the condition of all park property is satisfactory.

**The security deposit shall be forfeited in whole if group fails to comply with all Program Agreement Terms, Park Rules & Shelter Policies. The security deposit shall also be subject to forfeiture due to the following:**

1. Damage or vandalism of any kind to park property.
2. Failure to follow or adhere to all program and park rules and policies.
3. Disregarding the directives of, or harassment of, park staff.

A fee of \$30 per hour per staff will be deducted from your security deposit if extraordinary clean up is necessary. If your security deposit does not cover the cost of the extraordinary clean up OR if your security deposit has been retrained for one of the reasons listed above, you will be billed and invoiced at a rate of \$30 per hour per staff for the necessary clean up. If a credit/debit card number is used as the security deposit, it will be charged \$100 should the retention of the security deposit be determined necessary, or \$30 per hour per staff for extraordinary clean up.

\_\_\_\_\_ (Initials)

Extraordinary clean up includes, but is not limited to, park staff being required to:

- Clean food and debris from the site utilized by the group (floors, restrooms, tables and surrounding areas);
- Removal of decorations, tape and signage (using staples, tacks or nails is considered damage to property);
- Rake up of debris or refuse from around garbage cans and picnic tables;
- Clean up and disposal of items which violate park rules & policies including: glass, confetti, balloons, cigarette butts, etc.

**Note: the fundamental rule on return of security deposit is: participants should leave park equipment and facilities in an “as found” condition.**

I have read the terms of this Contract, Park Rules, and Shelter Policies and understand that I am accountable for the behavior and conduct of my participants. I understand the conditions whereby the security deposit will or will not be returned. I understand it is my responsibility to contact park staff to inspect the site before I leave the park.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative of: \_\_\_\_\_  
(Company/Agency/Church/Family Group, if applicable)



# ST. JOSEPH COUNTY PARKS LEISURE PROGRAM AGREEMENT

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Organization Name: \_\_\_\_\_ Alt. Phone: (\_\_\_\_) \_\_\_\_\_  
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Date of Program: \_\_\_\_\_ Time Frame of Program: \_\_\_\_\_

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Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative of: \_\_\_\_\_

*(Company/Agency/Church/Family Group, if applicable)*

**Parent or Guardians Agreement of Waiver of Liability, Indemnification & Medical Release**  
*For use by adults during leisure services activities if the participants are under the age of 18 years of age.*

The undersigned parent and natural guardian or legal guardian does hereby acknowledge that he/she is aware of the dangers involved in participating in \_\_\_\_\_.

Said undersigned parent and natural guardian or legal guardian does hereby represent that he/she is in fact acting in such capacity and agrees on behalf of the participant and his/her executors, administrators, heirs, next of kin, successors, and assigns, to:

A. Waive, release and discharge from any and all liability for participant's death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to participant and his/her estate, the County of St. Joseph, Indiana, and its officers, agents and employees; and

B. Indemnify and hold harmless the County of St. Joseph, Indiana, and its officers, agents and employees from and against any and all liabilities and claims made by other individuals or entities as a result of the participant's participation or actions during this activity or event.

The undersigned understands and is aware that participating in this activity or event involves certain risks and dangers including, but not limited to: hazards associated with outdoor activities; the forces of nature and wildlife, and distances from/access to medical facilities. Such outdoor activities involve, but are not limited to: canoeing on the St. Joseph River; innertubing on a public innertube hill; walking, snowshoeing and/or cross county skiing through rough terrain; participating in tractor drawn hayrides; disc golfing; and traveling by automobile, public passenger van or other conveyance.

The undersigned further consents to and authorizes medical treatment to the participant which may be deemed advisable in the event of injury, accident or illness during this activity or event.

This release and waiver shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I, the undersigned, acknowledge that I have read and understand the above Release.

Name of Minor \_\_\_\_\_ Age \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

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

*PHOTO RELEASE: I hereby consent to and authorize St. Joseph County Parks Department, its publishers, licensees, and assignees, permission to use and reproduce still photographs and/or film footage taken of me (and/or my child/children) in whole or in part, with or without names, for editorial, trade or advertising purposes. I also confirm that I waive all claims arising from such use for any additional compensation, damages, and invasion of privacy.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



St. Joseph County Parks Department  
32132 SR 2  
New Carlisle, IN 46552  
574/654-3155

Last Update: 10/22/08

