



St. Patrick's  
50651 Laurel Road  
South Bend, IN 46637  
574/277-4828  
FAX: 574/273-2334

Bendix Woods  
32132 State Road 2  
New Carlisle, IN 46552  
574/654-3155

Ferrettie/Baugo Creek  
57057 Ash Road  
Osceola, IN 46561  
574/674-9770

Spicer Lake  
574/654-3334

Place Trail Marsh  
574/277-4828

Chamberlain Lake  
574/277-4828

Our mission is to enhance the quality of life for St. Joseph County residents by:

- Conserving significant natural areas
- Offering quality programs that promote understanding and stewardship of our natural resources
- Providing safe, clean, well-maintained park facilities that enhance visitor experiences

[www.sjcparks.org](http://www.sjcparks.org)



Dear Park Patron:

Thank you for your request to reserve a facility at St. Joseph County Parks. To confirm your reservation, please follow the instructions below.

1. Please fill out the top portion of the Shelter Rental Agreement with your contact information, the date, day of the week, and time of day you will be holding your event, and the number of people you expect to attend.
2. The "Shelter Desired" section is divided into 3 boxes, each box lists the shelters available at our 3 main parks. Please select the park you are interested in and check the box next to the shelter you want to reserve. The capacity and fees for that shelter are listed to the right.
3. In the next section, please fill in the appropriate information such as rental fees, early entry or late departure fees, and/or pre-arranged gate fees. Information on the last (2) items was provided by the Receptionist at the time of reservation. Please fill in the Total Amount Due.
4. Thoroughly read the remainder of the Shelter Rental Agreement. Please sign, initial and date the agreement where indicated.
5. Mail or bring in the completed Shelter Rental Agreement with **2 checks** to the appropriate park. (The individual park addresses are listed to the left on this letter and on the Shelter Rental Contract.)
6. **The first check, is for the rental of the shelter. The second separate check is for a security deposit in the amount of \$150.** (The security deposit is refundable – please read the security deposit section of the Shelter Rental Agreement.) Please make checks payable to St. Joseph County Parks Department.
7. **St. Joseph County Parks also accepts VISA or Mastercard.**

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

A reservation card, receipts and copy of your Shelter Rental Agreement will be sent to you. Please call the appropriate park number (listed to the left) if you have any questions. Best wishes on a wonderful event; let us know how we can help!

Thank you for utilizing St. Joseph County Parks,

St. Joseph County Park Staff

**St. Joseph County Parks Department**  
**Bendix Woods County Park ♦ Ferrettie-Baugo Creek County Park ♦ St. Patrick's County Park**

**SHELTER RENTAL AGREEMENT**

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

Organization Name: \_\_\_\_\_ Is this a 501(c)(3)?  Yes  No  
 (Company/Agency/Church/Family Group, if applicable) (Attach Exemption Certificate)

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

Date of Rental: \_\_\_\_\_ Day of the Week: \_\_\_\_\_ # of Guests Expected: \_\_\_\_\_

**Shelter Desired (check all that apply):** \_\_\_\_\_ **Time:** \_\_\_\_\_

<u>Bendix Woods Co. Park</u> 32132 SR 2, New Carlisle, IN 46552 574/654-3155			<u>Ferrettie-Baugo Creek Co. Park</u> 57057 Ash Road, Osceola, IN 46561 574/674-9765			<u>St. Patrick's Co. Park</u> 50651 Laurel Rd, South Bend, IN 46637 574/277-4828		
SITE	CAPACITY	FEE	SITE	CAPACITY	FEE	SITE	CAPACITY	FEE
<input type="checkbox"/> Glenn Bauer	135	\$165	<input type="checkbox"/> Oak Tree	150	\$115	<input type="checkbox"/> Berta	150	\$125
<input type="checkbox"/> Van Paris	75	\$115	<input type="checkbox"/> Orchard	100	\$ 95	<input type="checkbox"/> Hurwich	100	\$ 95
<input type="checkbox"/> Studebaker	75	\$105	<input type="checkbox"/> Rendezvous	100	\$ 30	<input type="checkbox"/> River Terrace	75	\$ 30
<input type="checkbox"/> DeNeve/Otahn.	125	\$115	<input type="checkbox"/> Long	100	\$ 30	<input type="checkbox"/> Bridge/Arbor/Gazebo		\$45/hr
<input type="checkbox"/> Runnels/Hardwds	100	\$ 90	<input type="checkbox"/> Moat Room	80	\$165	<input type="checkbox"/> Fragomeni	160	\$120
<input type="checkbox"/> Sauk Trail	100	\$ 60	<input type="checkbox"/> Astor Room	80	\$140	<input type="checkbox"/> Brown Barn	60	\$ 90
<input type="checkbox"/> West Wing	50	\$45/hr				<input type="checkbox"/> Harvest Room	50	\$115
<input type="checkbox"/> _____		\$____	<input type="checkbox"/> _____		\$____	<input type="checkbox"/> Red Barn	300+	\$365
						<input type="checkbox"/> Red Barn w/gazebo		\$400

Rental Fees\* Due: \$ \_\_\_\_\_

Early/Late Departure\*\* \_\_\_\_\_ hrs @ \$30/hr: \$ \_\_\_\_\_

Prepaid Gate Fees\*\* \_\_\_\_\_ vehicles x \$ \_\_\_\_\_ per vehicle = \$ \_\_\_\_\_

*\*Rental fees include 7% sales tax.  
 \*\*Fill in only if pre-arranged w/receptionist*

**Total Amount Due: \$ \_\_\_\_\_**

**Note: The Goodhew Gazebo can only be rented singly Mon-Fri; the Red Barn must be part of the rental for weekend use of gazebo.**

**A SEPARATE DAMAGE & EXTRAORDINARY CLEAN-UP DEPOSIT** of \$150 will be required for all shelter rentals. This fee is refundable if shelter area is left clean and undamaged. Clean up includes the removal of all directional signs placed by the renter along roadways and within park. Refund will be returned by mail the next business day. If the area is not found in satisfactory condition, this security deposit will be forfeited. Damage or clean up in excess of security deposit amount will be billed at \$30/hr. \_\_\_\_\_ (Initials)

**RENTAL TIMES** - Unless special arrangements have been made **at the time of reservation** with regards to early entry or late departure, all groups must be out of the park fifteen minutes before regular posted closing time. Early entry or later departure requires additional ranger fees at a cost of \$35/hr. All renters must be out by 10:30 p.m. by County Ordinance. \_\_\_\_\_ (Initials)

**ALCOHOL** (beer & wine only) is permitted within the shelter area as long as it is served in non-glass cups or cans. Alcohol may not be sold in County Parks. Drinking by, or serving to, minors of alcoholic beverages is prohibited and strictly enforced. **Note: The selling of tickets which entitle the bearers to alcoholic beverages is in violation of County law.** \_\_\_\_\_ (Initials)

**FUND RAISING** - A special permit must be obtained by groups wishing to raise funds; such groups must be legally designated **not-for-profit**. \_\_\_\_\_ (Initials)

**PAYMENT/REFUNDS** - All shelter reservations must be paid within ten (10) days after reservation is made. If payment is not received, reservation will be canceled. If renter cancels following payment and up to two (2) weeks prior to rental date, 20% of total fee will be withheld. For cancellations made within two (2) weeks of rental date, no refunds will be issued (**Returned Check** fee is \$30.00) \_\_\_\_\_ (Initials)

**PARK ENTRY FEE** is in effect on designated days (primarily weekends & holidays). A tally service or prepayment options are available if renter wishes to pay for guests to enter park. Discounted gate fees are available for larger groups. **Note:** *Arrange for tally service and/or gate fee discounts at time of reservation* \_\_\_\_\_ (Initials)

### **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.
- 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.
- All facility renters must be out of the park by the posted park closing time. Additional fees apply for early entry (before park gate opens) and late departure (after park gate closes); arrangements for early entry/late departure must be made at time of reservation.
- 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.
- Fires are restricted to proper containers, in limited areas. No ground fires are permitted without written permission of the Director.

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

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

1. Condition of site at completion of event is not **as found** (i.e., debris on table or scattered at site, and not in receptacles provided). It is the responsibility of the renter to request from ranger or maintenance staff additional trash bags/containers if needed.
2. Restrooms accessible to the group have been defaced, littered, or damaged in any way.
3. Renter or guests fail to comply with a request made by a Park Ranger.

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

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

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

### **Release and Indemnification Agreement**

For and in consideration of St. Joseph County Parks licensing the undersigned to use the above designated facility 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 usage of the above mentioned facility and all associated activities.

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

<b>FOR OFFICE USE:</b>	
Gate Fee Payment: <input type="checkbox"/> Tally <input type="checkbox"/> Prepaid <input type="checkbox"/> Discount Fee: _____	Vehicles @ \$ _____ per Vehicle
Invoice Date _____	Amount :\$ _____ Paid _____ / _____
	Date / Receipt #
Security Deposit Receipt # _____	Returned on _____ Received by _____
<input type="checkbox"/> Satisfactory Checklist Attached.	

**Addendum to Facility Rental Agreement**  
Security Deposit Return

Name of Responsible Party: \_\_\_\_\_

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

Date of Rental: \_\_\_\_\_

Park Name:                     St. Patrick's     Ferrettie Baugo Creek                     Bendix Woods

Name of Facility Rented: \_\_\_\_\_

You have been asked to pay a security deposit in the amount of \$150.00.

**Please be aware that your security deposit may be retained for any one of the following reasons:**

- **Damage or vandalism of any kind to park property;**
- **Failure to follow or adhere to all park rules or policies;**
- **Disregarding the directives of, or harassment of, park staff;**
- **Breach of terms of Facility Rental Agreement;**
- **Failure to vacate park property by the predetermined [agreed upon] time;**
- **Failure to pay your gate tally in a timely fashion.**

A fee of \$30 per hour per parks maintenance 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 retained for one of the reasons mentioned above, you will be billed and invoiced at a rate of \$30 per hour per maintenance staff for the necessary clean up. **If a credit/debit card number is used as the security deposit, it will be charged \$150 should retention of the security deposit be determined necessary or \$30 per hour per parks maintenance staff for extraordinary clean up. \_\_\_\_\_ (Initials).**

Extraordinary cleanup includes (but is not limited to) parks staff being required to:

- clean food and debris from the rental site (i.e., floors, tables, restrooms, and areas surrounding your event);
- remove decorations, tape, and signage (*the use staples, tacks or nails is considered damage to property*);
- rake up debris or refuge from around garbage cans and picnic tables;
- the clean up/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: Renters should leave rental facilities in an "as found" condition.**

By signing below, the responsible party agrees to abide by the above terms and acknowledges accountability for the behavior and conduct of guests/invitees pertaining to the Facility Rental Agreement with Addendum, Park Rules & Shelter Policies.

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

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