



**SHELBYVILLE**  
**SHELBY COUNTY**  
PARKS & RECREATION

## Red Orchard Facility Rental Contract

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

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

Renter Phone: \_\_\_\_\_ Emergency Phone \_\_\_\_\_

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

Facility Rented: Red Orchard Barn Type of Activity: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Group size \_\_\_\_\_

Deposit (due at time of application) : \_\_\_\_\_

Balance due 30 days prior to rental : \_\_\_\_\_

### General Rental Rules

- Keys are checked out from main office on day of event as early as noon.
- Key must be returned to the drop box located on the barn by the entrance door after the event.
- Renter is responsible for set-up and take-down (**leave the barn as you found it**)
- Pick up loose trash & put in cans (inside or outside of building) and turn off all lights.
- **Renter must be out at their specified time, no exceptions.**
- **Park not responsible for items left behind or left after rental time has expired.**
- **Parks security reserves right to eject individuals who display misconduct.**
- Youth parties must be chaperoned by adult 21 years old or older.
- The parks department does not provide ladders, brooms, set up, clean up etc for your event.
- Additional tables, chairs and tents must be rented.
- The road beside the barn may not be blocked or closed off to the general public at any time.
- Surrounding grounds as is.
- **Renter responsible for any damages to park property.**
- **Renter will advise park at least 30 days in advance of cancellation or forfeit fees paid.**
- **Renters are aware that Red Orchard Park is a public park and other activities could also be planned for other areas of the Park as well as the general public utilizing the park including the playground and restrooms.**
- This rental agreement is only valid for rental of the Red Orchard Barn. Other amenities (playground, restrooms, grounds, etc) are not included in rental but may be used.
- Maintenance issues must be reported before 4pm on Friday of the rental. Issues reported after this time frame are not guaranteed to be addressed.
- Failure to comply with these rental policies could result in additional billed charges.

**Renter has read and understands this agreement  
and agrees to abide by all rules and regulations.**

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

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