



**SHELBYVILLE  
SHELBY COUNTY**  
PARKS & RECREATION



## Red Orchard Facility Rental Contract

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

**Significant Other's Name:** \_\_\_\_\_

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

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

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

**Facility Rented:** Red Orchard Barn **Event Type:** \_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Times of use:** Friday (noon-midnight), Saturday (8a-midnight) & Sunday (8a-noon)

**Group size** \_\_\_\_\_

**Deposit – Half rental fee**  
**(due at time of application, NONREFUNDABLE/NONTRANSFERABLE):**

\_\_\_\_\_

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

### TERMS & CONDITIONS

- 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 (including cigarette butts) & put in cans (inside or outside of building) and turn off all lights.
- Smoking is prohibited in the facility.
- The parks department does not provide ladders, brooms, etc. for your event.
- Additional tables, chairs and tents must be rented.
- Renter must be out at their specified time, no exceptions. Set up and breakdown time must fall within the total rental time period. It is the responsibility of the renter to move equipment within the facility or on the grounds during the event including back to its original location.
- Park not responsible for items left behind or left after rental time has expired. Any equipment rented from other vendors must be removed by 9:00AM Monday morning.
- Parks security reserves right to eject individuals who display misconduct.
- Youth parties must be chaperoned by adult 21 years old or older.



- The road beside the barn may not be blocked or closed off to the general public at any time.
- Surrounding grounds as is.
- **CANCELLATION POLICY:** Renter will advise park in writing at least 30 days in advance of cancellation; **NONREFUNDABLE DEPOSIT** will be forfeited.
- 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. It is the responsibility of the renter to inquire about such activities.
- Other park amenities (playground, restrooms, grounds & gazebo) are considered public spaces. They may be used during your rental but will be share with the general public.
- Maintenance issues must be reported before 4pm on Friday of the rental. Issues reported after this time frame are not guaranteed to be addressed.
- Renter responsible for any damages to park property.
- Failure to comply with these rental policies could result in additional billed charges.
- I hereby agree to indemnify and hold harmless the Shelbyville/Shelby County Parks and Recreation Department, Shelby County Fiscal Court, City of Shelbyville, and the members, employees and all individuals from and against any and all liability, claims, actions, demands or losses of any kind of nature that may occur or be claimed with respect to the property itself resulting from any act done, or omission by or through the renter, its agents, contractors, employees, invitees, or any person on the premises of Red Orchard Park by reason of the renter's use or occupancy thereof. These may include, but are not limited to accident, injury or damage to property arising from any act of the renter or renter's guest, whether intentional or negligent, which occur during use.

**Signature indicates the renter agrees to all terms and conditions stated herein.**

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

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

