

**Columbus Parks and Recreation Department**  
**2501 Lincoln Park Drive: PO Box 858, Columbus, IN 47202-0858**  
**Phone (812) 376-2686 Fax (812)375-2735**

**HAMILTON CENTER RENTAL**

Date \_\_\_\_\_ Taken by: \_\_\_\_\_

Date Requested \_\_\_\_\_ # People \_\_\_\_\_ Hrs. \_\_\_\_\_ to \_\_\_\_\_ Total Hrs. \_\_\_\_\_

Type of Event \_\_\_\_\_

I plan to have alcohol at my event: Yes \_\_\_\_\_ No \_\_\_\_\_ Caterer \_\_\_\_\_

Organization \_\_\_\_\_ 1st Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ 2nd Phone \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

	<u>Base Fee</u>	<u>Each Additional Hour</u>
<b><u>Fireside Community Room</u></b>		
Weekdays: 3 hour min	\$75	\$25
All Day Fee: Weekdays until 5p	\$150	
Weekday Evenings: 3 hour min, M-Th	\$150	\$50
Weekends: 5 hour min, Fri evening, Sat, Sun and Holidays	\$275	\$55
<b><u>Miller-Tangeman Room &amp; Hashman Patio</u></b>		
Weekdays: 3 hour min	\$50	\$20
All Day Fee: Weekdays until 5p	\$100	
Weekday Evenings: 3 hour min, M-Th	\$120	\$40
Weekends: 5 hour min, Fri evening, Sat, Sun and Holidays	\$200	\$40
<b><u>Fireside/Miller-Tangeman/Hashman Combo</u></b> (5 hour minimum)		
	\$400	\$75
<b><u>Event Room</u></b>		
Weekdays: 3 hour min	\$45	\$15
All Day Fee: Weekdays until 5p	\$90	
Weekday Evenings: 3 hour min, M-Th	\$110	\$37
Weekends: 5 hour min, Fri evening, Sat, Sun and Holidays	\$180	\$36
<b><u>Large Ice</u></b>		
Per hour	\$240	\$240
<b><u>Small Ice</u></b>		
Per hour	\$91	\$91
<b><u>Broomball Equipment</u></b>		
Per hour	\$20	\$20

\$ _____	Base ( ____ ) hours
\$ _____	_____ hour(s)
\$ _____	Add-Ons
\$ _____	Sub-Total
\$ _____	7% Sales Tax
\$ _____	Total
\$ _____	50 % Deposit Due
<b><u>Additional Add Ons: (available at extra costs)</u></b>	
◆ AV hook ups and equipment	\$ _____
◆ Presentation easels	\$ _____
◆ Dry erase boards	\$ _____
◆ Drink Table	\$ _____
◆ Box lunches # _____	\$ _____
◆ Linens and tableware	\$ _____
◆ Video Camera	\$ _____
◆ TOTAL:	\$ _____

**Room Descriptions:**

**The Fireside Community Room:** In the winter, there is no better place to meet than in front of a warm fireplace. A spacious area that could fit a variety of gatherings, from reunions to weddings and receptions, depending on your needs. Sound proof doors will keep you separate from the hustle and bustle of the daily ice schedule. This room can accommodate approximately 100 people. Add this rental to the Miller-Tangeman Room with Hashman Terrace, for a combined rate of \$400 for 5 hours.

**The Miller-Tangeman Room with Hashman Terrace:** This room has enough space to shape it for a wide variety of events. Weddings, receptions, presentations, and meetings of all kinds have transformed our sunroom into the perfect venue for your event. This part of the room will accommodate up to 40 people. Sound proof doors will block you off from the rest of the building, it will be like no one else is here. The patio doors open up to our newly renovated private terrace, providing you with an additional area for your guests to relax and mingle. The terrace itself can hold up to 30 people.

**Event Room:** This room makes the perfect venue for small gatherings such as baby showers, board meetings, and everything in between. The room accommodates 25-40 people depending upon set up requirements.

1. Base rates are assessed for all rentals with a 3-hour base rate for weekdays and 5-hour base rate for weekend use. Every hour or part of an hour above the base rate use will be charged at the "Each Additional Hour" fee listed above based on the room space you are using and whether the use is for a weekday or for a weekend day or holiday. If you go over the planned rental time, you will be billed at the "Each Additional Hour" rate following your rental.
2. Events charging an admission fee or charging for space rental, or selling products or services will be double the normal base rental fee. Exception - this will not apply to organizations providing a 501.c.3 not for profit status. Additional hours will be charged at the "Each Additional Hour" rate.
3. The rental hours will include all time needed, in which the renter requires access to the building. This includes decorating, band set-up, acceptance of deliveries, post event removal of personal equipment and materials, etc. Decorating must be limited to table top only. No tape, nails, push pins, or otherwise to be used to hang any objects. All balloons must be anchored to tables, no free floating balloons. Additional decorations, other than table top, must have prior approval of the HC Program Coordinator.
4. Set-up and removal of tables and chairs is done by park department staff and is not included in the 5 hours. Note: Renters may be able to decorate until 5:00 p.m. on Friday afternoon for an event on Saturday. This will only be permitted if no reservations are taken for Friday afternoon or evening for the room you are using on Saturday. (If you want to guarantee set-up time on Friday afternoon you must reserve the room for Friday and pay the rental fee committing the room for your set-up use.)
5. A deposit of one-half of the room fee is due at the Parks and Recreation office at Hamilton Center within 10 days of confirming room reservation or reservation will be void. If the event is cancelled 30 days prior to the scheduled event then the deposit would be refunded, within 15 days of the event 1/2 of the deposit would be refunded. No refund of the deposit would be given if notice is less than 15 days. All refunds are subject to a \$5 processing fee.
6. Persons renting the facility may have a pitch-in event or a catered event using a caterer of their choosing. Catered events must adhere to the Kitchen Rules/Procedures policy for catered functions. Non-catered events must follow the general guidelines for room use. (See number 9).
7. **Alcoholic beverages may be served during private rentals with the following conditions:** Any plan to serve alcoholic beverages must be noted on this rental agreement and must receive approval prior to the event of the Director of Parks and Recreation or the Director of Business Services. State law requires that in order to sell or serve alcoholic beverages, a licensed caterer with a three way liquor license must serve the liquor. Therefore, a caterer will be required and must be approved by the Director of Parks and Recreation or the Director of Business Services. In order to be approved the caterer will be required to show proof that it has liquor legal liability insurance in an amount not less than \$500,000.00 and umbrella of not less than \$1,000,000 to protect not only the caterer but also the Columbus Parks and Recreation Department, the Columbus Park Board and the City of Columbus. In addition, the caterer may be required to sign an indemnification agreement together with a hold harmless clause for any negligence on the part of the caterer or the person or persons leasing Donner Center of any negligence in the illegal or negligent serving of alcoholic beverages which produce injuries to another). **NO EXCEPTIONS**
8. It is understood that any damage to facilities or equipment, which might occur as a result of this usage will be the responsibility of the user to restore to owner's satisfaction.
9. The kitchen is only to be used for the refrigerator, ice machine, sinks and counter space if available.  
**NO FOOD PREPERATION IS PERMITTED.**
10. Hamilton Center is a non-smoking facility.
11. **Indiana sales tax will be collected on all rentals.** (If you are exempt from collection of Indiana Sales Tax you must provide a completed exemption certificate to us for our records.)

**Renter's Signature:** \_\_\_\_\_

**Department approval - Event with alcohol** \_\_\_\_\_

**Insurance info provided for event with alcohol:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Deposit paid \$** \_\_\_\_\_ **Date Pd.** \_\_\_\_\_ **Check** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Charge** \_\_\_\_\_ **Received by** \_\_\_\_\_

**Balance Due \$** \_\_\_\_\_ **Date Due** \_\_\_\_\_

**Balance Paid \$** \_\_\_\_\_ **Date Pd.** \_\_\_\_\_ **Check** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Charge** \_\_\_\_\_ **Received by** \_\_\_\_\_

**HC Program Coordinator Signature** \_\_\_\_\_ **Contact Date** \_\_\_\_\_ **Approval Date** \_\_\_\_\_

*Contract only valid with Manger approval: Manager will contact Renter to verify rental details*