

**CITY OF GREENDALE  
CABIN RENTAL AGREEMENT**

The City of Greendale, Indiana (the "City") and the undersigned (the "Renter"), hereby agree as follows:

1. Renter shall rent from the City the facility commonly known as the Greendale Cabin under the terms and conditions hereinafter set forth.
2. Renter is reserving and renting the Greendale Cabin for \_\_\_\_\_ (the "Rental Date") from no earlier than 8:00 a.m. to no later than 1:00 a.m. the day after the Rental Date. Renter is also renting the Shelter House behind the Greendale Cabin for the Rental Date.
3. Renter shall pay a **security deposit in the amount of \$85.00** at the time of entering into this Cabin Reservation and Rental Agreement (the "**Security Deposit**"). If renter decides not to rent cabin, **DEPOSIT IS NON-REFUNDABLE**.
4. Renter shall pay **rent in the total amount of \$ \_\_\_\_\_** (\$200.00 + tax for Greendale residents; \$400.00 + tax for non-residents) for the Greendale Cabin and \$25.00 for the Shelter House behind the Greendale Cabin (the "Rent"). Rent shall be paid to the Clerk Treasurer on or before \_\_\_\_\_ (10 days before the date for which Cabin is rented). Failure to timely pay rent shall forfeit the Security Deposit.
5. **Renter shall clean the Greendale Cabin (and Shelter House behind the Greendale Cabin if also rented) by 1:00 a.m. the date after the rental. Failure to clean to satisfaction of City shall forfeit the Security Deposit.**
6. Renter is required to sweep **all** floors prior to departure (*broom is in middle closet from kitchen*). Any spills or sticky areas should be mopped up.
7. Cleaning products are under the kitchen sink.
8. Mop(s) and bucket(s) are to be kept upstairs in the closed and filled with water upstairs.
9. Renter should **not** hang **anything** from the lights.
10. **No tacks or nails** are to be placed on the cabin walls.
11. If placing tape on the walls, fireplaces or doors, Renter should remove **all** tape prior to departure.
12. **TABLES, CHAIRS & RACKS:** **Tables:** ½ to remain downstairs and ½ upstairs. **Racks:** 1 remains downstairs and 1 should remain upstairs.
13. Renter shall keep all coolers (*that contain ice or can leak*) either in the kitchen area on the concrete or downstairs in the bar area. **No coolers are to be placed on any wood floor.**
14. Renter shall ensure that the facility is locked and secured by the end of Renter's use of the Greendale Cabin. Failure to return the key to the Clerk Treasurer shall forfeit the Security Deposit.
15. Renter shall only use the Greendale Cabin for lawful purposes and in accordance with all local, state, and federal laws and rules, including but not limited to all rules of the Park Board. Renter shall follow all rules and procedures attached hereto and posted at the Greendale Cabin.
16. If Renter's event is catered, Indiana law requires Renter to use a licensed caterer.
17. If alcoholic beverages are to be sold, provided, or present during Renter's use of the Cabin, Renter shall secure all applicable permits, post permits in a conspicuous place, and ensure that all local, state, and federal laws and rules governing the selling, serving, providing, and consumption of alcoholic beverages are strictly followed and enforced.
18. Renter is responsible for any damage to the Greendale Cabin and, if part of the Agreement, to the Shelter House. If the City, in its sole discretion, determines there is any damage, as much of the Security Deposit as is necessary to correct the damage shall be forfeited. Renter shall pay any balance due to correct any damage within thirty days of being invoiced by the City.
19. Renter is responsible for and shall indemnify, defend, and hold harmless the City from and of any and all liability for property damage, personal injury, death, or other direct, indirect, or consequential damages arising from or in way related, directly or indirectly, to Renter's use of the Greendale Cabin.

DATED: \_\_\_\_\_

CITY OF GREENDALE

RENTER:

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

# CABIN RULES

**(FAILURE TO OBEY WILL RESULT IN LOSS OF DEPOSIT)**

**DAY OF RENTAL HOURS**

**8:00 AM - 1:00 AM**

**RENTER CANNOT ENTER THE CABIN PRIOR TO 8 AM THE DAY OF RENTAL**

1. BEFORE ENTERING AND WHEN READY TO LEAVE YOU MUST CALL GREENDALE POLICE 812-537-1321 TO DISARM/REARM THE ALARM.
2. IF YOU SHOULD USE TABLES AND CHAIRS THEY MUST BE TAKEN DOWN AND RESTACKED WHERE RECEIVED FROM. (IF STACKED CHAIRS & TABLES IN COAT CLOSET MUST BE PUT BACK).
3. KEEP ALL COOLERS AND ICE CONTAINERS ON CONCRETE FLOOR IN KITCHEN OR BOTTOM FLOOR NEAR BAR.
4. PLEASE SWEEP ALL FLOORS PRIOR TO DEPARTURE. (*Broom is in middle closet from kitchen.*)
5. PLEASE TRY NOT TO SCRATCH OR SPILL LIQUIDS ON WOOD FLOORS. (*Any spills or sticky areas should be mopped up.*)
6. ALL GARBAGE UPSTAIRS AND DOWN SHOULD BE BAGGED AND PLACED IN DUMPSTER OUTSIDE BY BACK OF CABIN.
7. WE ASK THAT THE GROUNDS AROUND CABIN STAY CLEAN. PLEASE PICK UP ANY TRASH IN YARD.
8. PLEASE HAVE CABIN CLEANED AND BE OUT OF PREMISES BY NO LATER THAN 1:00 AM.
9. NO OPENS DOORS EXCEPT LOADING/UNLOADING.
10. WE ASK DECORATIONS BE LIMITED TO TABLES, WINDOWS, AND MANTLES. NO CANDLES PLEASE. DO NOT HANG ANYTHING FROM THE LIGHTS. NO TACKS OR NAILS ARE TO BE PLACED ON THE CABIN WALLS.
11. PLEASE NO SMOKING.
12. SMALL MEETINGS WITH CRAFTS PLEASE MEET ON LOWER LEVEL.
13. PLEASE REMOVE ALL ITEMS FROM CABIN AFTER EVENT. PLEASE DO NOT LEAVE ANY BELONGINGS IN CABIN AFTER YOUR EVENT.

**IF YOU HAVE ANY PROBLEMS CALL GREENDALE POLICE 812-537-1321.**

**PLEASE RESPECT THIS HISTORIC BUILDING AND LEAVE IT AT LEAST AS CLEAN AS YOU FOUND IT.**

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

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