



Town of Newburgh
23 W. Jennings St.
Newburgh, IN 47630
812-853-1720
Fax: 812-853-1727
www.newburgh-in.gov

Newburgh Department of Parks and Recreation
Application Permit for Rental of Park Shelter
Located at Lou Dennis Community Park
402 Park Dr. Newburgh, IN 47630

Permit for use of Park Facility – Shelter Rental

Rental Date Requested: _____

Applicant's Name and/or Organization: _____

Address: _____

Phone Number: _____ Email Address: _____

Type of Function: _____ Hours Requested: _____
(Example: 12pm – 5pm)

Estimated Number Attending: _____

Date Reservation Made: _____

Shelter Rental Fee - \$53.50 Per Day (\$50.00 plus 7% IN sales tax)

NO Refunds will be issued.

Rental amount: \$ _____

Tax 7%: \$ _____ (Anyone claiming tax exemption must provide Form ST-105)

Total: \$ _____

By signing this agreement, the user acknowledges he/she is responsible for cleaning the facility immediately following each use.

Signature of Applicant

Issued By

Emergency Contact Information: Gerald Bowser 480-0096



SHELTER RENTAL CHECKLIST

- Floors swept and clean.
- Food removed and spills cleaned up.
- Trash placed in trash cans.
- Picnic tables wiped off.
- Remove all decorations from the shelter area and picnic tables, including tape, tacks, streamers, nails and any other materials used to secure decorations.
- No disturbances, including the use of a microphone and/or PA system, should occur during your use of the shelter and adjoining property. Disturbances will result in the intervention of the Parks Board or another public agency.

I acknowledge receipt of these conditions and agree to meet them.

Renter's Phone Number: _____

Renter's Address: _____

Renters Signature: _____

Date: _____

Emergency contact information: Town Hall during business hours 812.853.1720 or Gerald Bowser after-hours at 812.480.0096.