



**David A. Butterfield Family Pavilion**

**219-462-5144**

**[www.valpoparks.org](http://www.valpoparks.org)**

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### **RULES & REGULATIONS**

**Renter** shall be at least 21 years of age and legally responsible for any damages that may occur to park properties. Having reserved the Butterfield Family Pavilion the renter agrees to abide by and accept responsibility for the compliance of all the rules and regulations as set forth below.

**Rental Period** Daily reservations are 9:00 am to 12 midnight. If available, renters may choose to rent an early set up time beginning at 4:00 pm the day before your fully paid rental. Early set ups are not available on Saturdays. All items must be removed from the building the day of your event. Any items left behind will be promptly disposed of and the renter may be charged another full day's rental fee.

**Catering** Renters may choose to have any caterer they desire. Please note, the kitchen is not stocked and caterers will need to bring all their own utensils, etc.

**Alcoholic beverages** shall be in strict compliance with the laws of Indiana. Beverages must **not be** served in glass containers. Beer and wine is permitted to be brought in by the renter, however, any event serving hard alcohol must be provided and served by a licensed cater with all proper permits.

**Security** is required at any event serving alcohol, all wedding receptions and any functions deemed necessary by the Board of Park & Recreation commissioners. Parks will secure the officer and renter will pay the hourly rate in cash only directly to the Officer prior to the reservation date. Security is required from event start time through clean up. The hourly rate paid will also be charged one additional hour. The additional hour will be returned provided the renter does not surpass the estimated times given.

**Amplified sound** will be permitted. However the pavilion is located within a residential area and noise level should be kept to a minimum.

**Selling food** at any event requires proper permits from the Porter County Health Dept.

**Outdoor Cooking** is allowed. Grills are available for rental from the Parks. In no case shall the grill be located closer than 20 feet of the building.

**Decorations** are allowed provided they can be installed as not to cause permanent damage to the building. No materials are to be nailed, tacked or stapled to the inside or outside of the building. **HELIUM FILLED BALLOONS ARE NOT ALLOWED INSIDE THE PAVILION.** All **outdoor signage is prohibited** on the building and fence line. All decorations, props and equipment should be removed and placed in receptacles provided or removed from the property at the end of your event.

**Clean Up** All garbage and trash is deposited in containers **and left inside the receptacles and inside the building.** The kitchen area is cleared of trash and garbage with counters and equipment wiped clean.

**Smoking** In compliance with City Ordinance all park properties/facilities are **nonsmoking.**

### **Facilities and Equipment**

Floor plans are due **NO LESS THAN TWO (2) WEEKS PRIOR TO YOUR RESERVATION DATE.** If floor plan is not provided two weeks in advance a standard set up will be used. Changes to the floor plan within the two week time period are at the discretion of the Park Department. Tables and chairs will be set up for you. Renters do not have access to table and chair storage areas. Should you wish to use tables and/or chairs other than what the Park Department provides, i.e. additional round tables, white folding chairs, etc. they must be rented through the Park Department and its sole provider. Outside vendors are not allowed. All other set up other than tables and chairs shall be the responsibility of the RENTER. Taking tables and chairs down shall be the responsibility of Parks. Please leave the building the way you found it. Anything you bring in take out; anything you put up/on take down/off. Check the building before you leave. Anything left behind will be discarded by maintenance.

#### **Equipment:**

32 rectangular tables - 30" X 72"

12 round tables – 60"

250 chairs. All tables seat 8.

8'x16' stage 16"high steps included (additional fee)

Receptacles – Garbage and Recycling (extra bags are not provided)

Restrooms will be open during the rental period. Toiletries are provided.

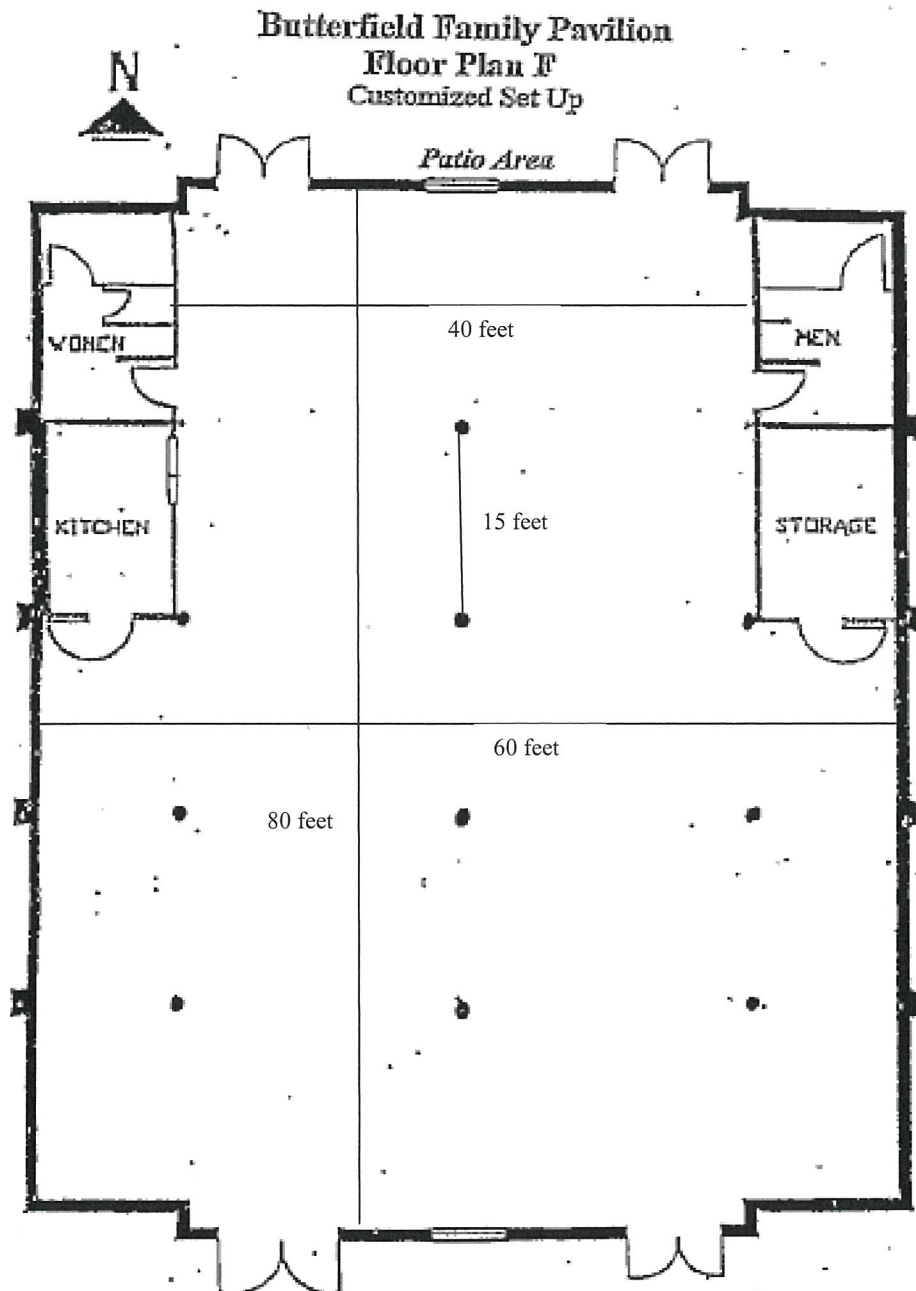
The kitchen is equipped with standard size refrigerator, stove (used for reheating food only; preparing food is not allowed) and double sink. The kitchen is not stocked with any cleaning supplies, utensils, etc. Renter must provide what is needed.

We suggest bringing items such as a plunger, paper towel, cleaning agent, handheld broom and dustpan, etc.

## General Provisions

The Valparaiso Department of Parks and Recreation, through its assigned agents, shall have full and irrevocable authority to establish rules and standards for the rental and use of this facility. This includes authority to deny the use of the building when it is felt that such use shall be harmful to the park property or that the proposed activity is not appropriate to Park and public standards.

**FLOOR PLANS MUST BE SUBMITTED TWO (2) WEEKS PRIOR TO EVENT DATE.**



**CORNER OF CALUMET & EVANS**

● Indicates location of poles, all of which  
have electrical outlets.