



**Washington Park Zoo**  
 115 Lakeshore Drive, Michigan City, Indiana 46360  
 Phone: (219) 873.1510  
[www.washingtonparkzoo.com](http://www.washingtonparkzoo.com)

**• WASHINGTON PARK ZOO – 2023 FACILITY RENTAL AGREEMENT**

Form approved by the Michigan City Park Board 10/19/22

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Employer's Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Type of Party/ Rental: \_\_\_\_\_

Child's Name (for birthday parties only): \_\_\_\_\_ Age: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Requested Time Between 11:00 am - 3:00 pm: \_\_\_\_\_

**Rental Space Options:** Indoor classroom (limit 35 guests)

**NOTE: Rentals are for 2 hours only unless an additional hour is paid for (3-hour maximum)**

- **Guests ages 3 and up are counted in the attendance totals.**

Rental includes admission for up to 20 guests	Price	Number	Extended Price
2-hour Rental	\$250.00		
Additional one hour	\$100.00		
Each additional guest limit: 35 Classroom	\$6.00		
15-minute animal presentation  Animal Encounters from a Zoo Educator • Have a Zoo Educator and two ambassador animals join in on the fun! This encounter includes two small animals along with fun details about the animals and their unique characteristics.  *Please note – we do not take any requests for specific animals. The health and safety of our animals are the highest priority when we plan a program and can, therefore, affect our availability.	\$60.00		

Total \$ \_\_\_\_\_

Subject to the following conditions with which the licensee agrees to confirm:

1. **FEES:** Upon payment of a reservation fee of \$\_\_\_\_\_ (rental fee) the Washington Park Zoo agrees to permit the undersigned ("Licensee") the use and occupancy of the space described above.
2. **RESERVATION TERMS:** Reservations must be made a minimum of ten (10) days before your requested rental date.  
The rental fee and this signed agreement must be submitted at the time you make your reservation. Reservations for the following year may be made on or after November 1<sup>st</sup> of the current year.
3. **CHECK-IN:** Please have an adult chaperone check in at the admission window upon your arrival. You are required to bring a copy of your "Washington Park Zoo Facility Rental Agreement" with you on the day of your event.
4. **MINIMUM AGE:** You must be 18 years of age to rent any park facility.
5. **HOURS OF USE:** The rental spaces are available for rent from April 1<sup>st</sup> until October 1<sup>st</sup> each year between the times of 11:00 a.m. and 3:00 p.m.
6. **LEGAL:** You will comply with all laws of the United States and the State of Indiana with all ordinances of the City of Michigan City, and all Washington Park Zoo rules and regulations and will not permit anything to be done on said premises in violation thereof.
7. **ALCOHOL:** The consumption of alcoholic beverages is strictly prohibited in Washington Park Zoo.
8. **PROHIBITED OBJECTS:** Straws, balloons, balls, confetti, silly string, glass objects or containers, fireworks, and like objects are strictly prohibited due to the danger that they present to our animals. All party favors and toys are strictly prohibited outside of the rental area.
9. **FOOD AND DRINKS:** Food and drinks are strictly prohibited outside of the rental area to prevent injury or illness to the zoo animals.
10. **CLEAN UP:** Leave the premises clean; place all paper and other debris in receptacles furnished throughout the zoo. Do not pour any solution on grass, trees, or vegetation.
11. **ELECTRIC USE:** Electric is available. These outlets are only for use of small radios, coffee pots, food warmers, and like equipment that does not exceed a maximum of 15 amps.
12. **WATER:** Water and restrooms are available near both rental areas.
13. **PARKING:** There is no charge for parking for zoo rental facilities. Guests should inform the parking attendant that they are with your party.
14. **CANCELLATION:** Should you decide to cancel your reservation, the amount received is refundable upon written request to the Zoo Director, for approval, a minimum of sixty (60) calendar days before your rental date. Refunds will be mailed 4 to 6 weeks after the date of cancellation.
15. **REFUNDS:** Refunds will be given for the amount received if your event is canceled before its commencement due to inclement weather at the sole discretion of the Zoo Director. Refunds will be mailed 4 to 6 weeks after the date of cancellation.
16. **DECORATING:** Decorating is permitted. However, no staples or nails are allowed. If tape is used it must be a lightweight tape that can be easily removed. SEE ITEM #8 - PROHIBITED OBJECTS.
17. **SPECIAL REQUESTS:** Any special requests must be submitted in writing for approval no later than thirty (30) calendar days before your rental date. Special requests may include anything not specifically covered in this rental agreement.

**INDEMNIFICATION:** Licensee waives, releases, and discharges on behalf of himself/herself, or by any other person or entity acting on his/her behalf or on their own behalf, including but not limited to assignors, heirs, executors, and administrators, the CITY/PARK from any and all claims or demands, liens, rights, costs, expenses, and other related items of damage or actions of any kind on account of, growing out of, or which

may result from this Agreement. Licensee shall indemnify and hold harmless the CITY/PARK for all loss to the CITY/PARK resulting from the negligence of Licensee or any of its agents, servants, employees, and/or representatives in the performance of this Agreement, which arise or in the future may arise. Licensee agrees to assume all liability, jointly and severally, for any and all injuries or damages that may be incurred in the performance of this Agreement, and for those injuries or damages that Licensee, or any of its agents, servants, employees, and/or representatives, may cause to any person or property. It is expressly intended that such indemnification and hold harmless obligation shall extend to and include attorney fees and costs incurred by the participation of CITY/PARK in defending any claim, cause of action, wrongful death causes of action, or demands taken by the Licensee.

18. I have read and completely understand the above agreement:

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PAYMENT INFORMATION**

Cash or Checks only      Check Number: \_\_\_\_\_

Rental Fee    \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Signed (office use) \_\_\_\_\_ Date \_\_\_\_\_

*\* \* \* THERE WILL BE A \$30 SERVICE FEE CHARGED FOR ALL RETURNED CHECKS \* \* \**

**Party Details and Notes:**

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