



## **Town of Cedar Lake Parks & Recreation Park Shelter Rental Information**

<b>Shelter Name</b>	<b>Location</b>	<b>Occupancy</b>	<b>Tables</b>	<b>Restroom</b>
<b>Lion's Den</b>	<b>7408 Constitution Ave.</b>	<b>50 max</b>	<b>5</b>	<b>Facility</b>
<b>Gazebo</b>	<b>7408 Constitution Ave.</b>	<b>10 max</b>	<b>0</b>	<b>Facility</b>
<b>Cardinal's Roost</b>	<b>7408 Constitution Ave.</b>	<b>10 max</b>	<b>2</b>	<b>Facility</b>
<b>Kiwanis</b>	<b>9301 W. 137<sup>th</sup> Ave.</b>	<b>50 max</b>	<b>5</b>	<b>Portable</b>

### **Rental Season & Times**

- Season: Memorial Day to Labor Day
- Dawn to Dusk

### **Reservations Timelines & Deadlines**

- Reservations for the upcoming season open on the first Monday in January.
- Reservations should be made with 14 days advanced notice for staffing purposes.
- Payment must be made in full at time of reservation.
- Reservations are made on a first come, first served in person basis.

### **Occupancy & Use**

- Occupancy limits have been set not to disrupt public use of the common park space. If large events or gatherings are being considered, a special event permit, permissions and additional requirements will need further review prior to rental. Typically, 45 days advanced noticed is expected to complete additional paperwork and permits.
- Guests are responsible for setting up, breaking down, and cleaning their own event space, including picnic tables and shelter areas.
- Pavilions are maintained weekly, though nature and weather can occasionally create the need for some light cleanup. It's a good idea to come prepared with basic supplies, just in case.
- Reservations include use of the picnic tables inside the shelter. We kindly ask that tables are not moved from other areas of the park.
- All shelters have access to electric.

- Trash receptacles are provided. For larger groups, we recommend bringing extra trash bags. If your waste exceeds the container space, please plan to take it off-site for the health and safety of our patrons and wildlife.
- The person listed on the rental agreement must remain on-site during the event and is responsible for the rental space and attendees.
- Grilling is permitted at most locations. Some areas have charcoal grills available—please make sure coals are fully extinguished and disposed of properly. Portable charcoal grills are not allowed. Propane grills may be brought in but should not be used under shelters and must remain at least 15 feet from any structure during use.
- Alcoholic beverages are not allowed in any Cedar Lake Park and this is enforced by local ordinance.
- When shelters are not reserved, they are open for public use. For groups of 10 or more, we kindly ask that you make a reservation.
- Please note: food trucks, bounce houses, portable tents (or any items requiring staking into the ground) are not permitted anywhere on park grounds.
- Decorations and signage are welcome, but please do not staple, tape, stake, or attach anything to the shelter structures, picnic tables and surrounding shelter areas.
- Additional charges may apply for excessive trash, damage, or other maintenance needs following your event.
- If you experience any issues during your rental outside of business hours, please call Cedar Lake Parks Department (219) 374-7000 x 7 and leave a voicemail. You must leave a voicemail to alert our afterhours assistance team. If you are experiencing a true emergency, please call 911.

**Rental Date:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_ **Expected Total Guests:** \_\_\_\_\_

**Anticipated Arrival Time:** \_\_\_\_\_ am/pm **Anticipated Exit Time:** \_\_\_\_\_ am/pm



### **Acknowledgment**

By signing below, I acknowledge that I have read, understood, and agree to comply with all the rules and responsibilities outlined above. I confirm that any questions regarding these rules have been addressed to my satisfaction. My signature also certifies my understanding of, and agreement with, the policies stated herein and in the accompanying rental agreement and park rules.

**Renter Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_