

## Berne Community Development Corporation Muensterberg Plaza - Rental Contract (Private Event)

The Berne Community Development Corporation is the owner of Muensterberg Plaza. The plaza may be reserved for your private event in two-hour increments. The plaza is available for rentals from May 1 to October 31. No alternate indoor location is provided in the event of inclement weather.

### Muensterberg Plaza Guidelines

1. Plaza Use Prices. Two-Hour Charge (minimum) is \$150.00. Each additional hour is \$50.00. Sound system usage is \$100.00. All payments shall be due at time of contract signing. There are NO REFUNDS for plaza reservations. You may, however, change your date or time period for a processing fee of 20% per two-hour increment within 60 days of your original date. All changes must be paid for at the time of the request. We accept cash and personal checks only. *Please note: The fee may be waived upon request for 501c3 organizations when there is not a fundraising component to the use of the plaza by the organization.*
2. While you may have exclusive use of the plaza for the times specified on your permit and Berne CDC will make reasonable notification to the public of a private event usage, you should recognize that this is essentially a public space and, as such, visitors and observers may be near. Set up and tear down time may be done outside of the exclusive use times when the plaza is available for public use.
3. Some floral displays may be off peak or between plantings the day of your booking. While we make every effort to ensure the gardens are well tended, we cannot guarantee the conditions of the grounds or floral displays the day of your event.
4. Tents and/or canopies are restricted in the plaza. Berne CDC must approve location, size and staking prior to set-up.
5. No substances of any kind may be thrown or dropped and left on the ground. Bird seed, silk or real flower petals, rice, etc. are strictly prohibited. All fireworks are prohibited, including sparklers.
6. Berne CDC does not supply chairs, podiums or other equipment. You may set up chairs before your reserved time period, and they may be left on the premises beyond your reserved time period. However, the public shall have shared use of the plaza for times both before and after your reserved time.
7. Reserved parking is not provided for guests. Parking or driving on the grass or walkways is prohibited. Any damage done by you or anyone acting on your behalf will be billed to you. Please make everyone aware of this including any rental company you may choose to use. You **release** Berne CDC and **indemnify** it from any liability, damages, and injuries in the use of the plaza by you and your guests.
8. You are required to have a copy of this contract with you at all times when using the plaza. If an emergency arises while at the plaza, please call (620) 747-0139.

9. Any special requests (decorations on lampposts, railings, sound system requests, clock tolling stoppages, splash pad shutdowns) should be made to the Berne CDC Events Chairperson, Jennifer Lehman, (620) 747-0139 (email: bernecdceventscommittee@gmail.com). All special requests must be made at least 14 days before the event.

**10. All requests must be made ninety (90) days in advance of the event and are contingent upon the availability of an Events Committee member and/or sound technician to be present at the event.**

I have READ and AGREE to the Muensterberg Plaza guidelines outlined above. I understand that disregard for these conditions could result in the forfeiture of future plaza use.

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Hours Requested:** \_\_\_\_\_

**Payment: Plaza Rental \$** \_\_\_\_\_ **Sound System (Needed: Yes \_\_\_ No \_\_\_ ) \$** \_\_\_\_\_

**Sound Technician's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Short description of your event:** \_\_\_\_\_

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Please complete this form and submit a copy to: Berne Community Development Corporation, P.O. Box 27, Berne, IN 46711, Fax Number: (260) 589-3130; Phone: (620) 747-0139

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Conditions, Requests and Authorizations:** \_\_\_\_\_

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