



**SWITCHYARD PARK**  
BLOOMINGTON INDIANA

**2024 PAVILION INDOOR EVENT SPACE RENTAL AGREEMENT**

Name of Renter (Organization or Individual): \_\_\_\_\_

Event Name: \_\_\_\_\_

| Date | Setup Start | Event Start | Event End | Tear Down/Exit |
|------|-------------|-------------|-----------|----------------|
|      |             |             |           |                |
|      |             |             |           |                |
|      |             |             |           |                |
|      |             |             |           |                |

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

Type of event (wedding, expo, awards luncheon, etc.): \_\_\_\_\_

Is this event public or private? \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Will there be food consumed at event? \_\_\_\_\_ Food to be provided by: \_\_\_\_\_

Will there be alcohol at event? \_\_\_\_\_ Security Contact: \_\_\_\_\_

**\* See FAQ and Alcohol Section of Terms and Conditions. Beer and wine ONLY allowed. Caterer's License to serve alcohol or State of Indiana Temporary Alcohol Permit required. Alcohol requires renter to provide security on site.**

Comments: \_\_\_\_\_

**TIMELINE**

Due at time of reservation request

- Completed Pavilion Rental Application
- Deposit of \$260 per day for a weekday event or \$480 per day for a weekend event.

Due two weeks before event

- Balance of payment
- Floor plan
- Certification of Insurance (if applicable)
- Caterer's Alcohol License or State of Indiana Alcohol Permit (if applicable)
- Security Name and Contact Information (if applicable)

**PLEASE BE SURE TO FILL OUT ALL THE INFORMATION ON THE INVOICE. THANK YOU.**

# TERMS AND CONDITIONS

The City of Bloomington Parks and Recreation and the Renter agree to the following terms and conditions:

1. Availability
  - a. Switchyard Park Pavilion standard hours are 9 a.m. to 11 p.m.
  - b. Reservation priority will be given to Parks and Recreation programs and events.
  - c. Switchyard Park Pavilion may be rented by responsible groups and individuals when available.
  - d. Parks reserves the right to deny any reservation made less than two weeks in advance.
  - e. Parks reserves the right to deny any request to expand the scope or duration of the reservation if such request is made less than 72 hours prior to the start of event.
  - f. Parks reserves the right to deny an application for the use of facility when such use is not in the best interest of the City of Bloomington.
  - g. Parks reserves the right to cancel reservation at any time if the cancellation is in the best interest of the City. In the event that Parks cancels an event for this reason, all rental fees will be refunded.
2. Rental Fees
  - a. See current pricing schedule.
  - b. A deposit is required for all rentals.
  - c. Full payment in due at least two weeks prior to the event.
  - d. Renter is responsible for any damage to the facility caused by them or their guests.
3. Cancellation Policy
  - a. If the Renter cancels any or all part of a reservation less than one week prior to the event, Renter shall not be entitled to any refund.
  - b. If the Renter cancels any or all part of a reservation more than one week before the event, but less than three weeks before the event, Renter shall be entitled to a refund of one-half the fees for the cancelled reservation.
  - c. If the Renter cancels any or all part of a reservation three weeks or more prior to the event, Renter shall be entitled to a full refund of all fees for the cancelled reservation.
4. Services provided by Parks and Recreation
  - a. Parks will provide an Event Supervisor during rental.
  - b. Parks will set up tables and chairs in advance of event.
  - c. Rental includes use of catering kitchen and restrooms.
  - d. Overhead doors may be opened if weather accommodates. Doors to be operated by Event Supervisor.
5. Renter to Provide
  - a. Renter will provide any table cloths, table settings, chair covers, etc.
  - b. Renter will provide sound system if necessary for event.
  - c. If Renter uses Kitchen, renter will clean kitchen
  - d. Renter will provide all other services and items necessary for event.
6. Admission Fees
  - a. If the Renter intends to charge admission fees to the facility, Parks (by its Recreation Division Director) must approve such fees in writing prior to the day of the event.
7. Food
  - a. Parks does not provide food service. Organizers may bring food or use outside vendors.
  - b. When an event has food all tables must be covered with a table cloth/linen.
8. Alcohol
  - a. Alcohol refers to beer and wine only. No other types of alcohol allowed. Infractions may result in event being terminated.
  - b. Parks requires on-site security, provided by organizer, for any event having alcohol.
  - c. Alcohol sales in City-owned parks, trails, and spaces require the approval of Board of Park Commissioners and Director of Parks and Recreation. Please see the "[2019 Guidelines for Requesting/Approval of Alcohol Sales with an Approved Event Permit](#)".
    - i. Events at the Pavilion may serve alcohol inside the Pavilion for an additional \$50 fee. Renter must provide Parks with a copy of appropriate Alcohol Permit. Security is required. All provisions of the Alcohol Permit must be followed.
    - ii. Events at the Pavilion may sell closed container alcohol with no consumption on site for an additional \$50 fee. Renter must provide Parks with a copy of appropriate Alcohol Permit. All provisions of the Alcohol Permit must be followed.
    - iii. Events at the Pavilion may sell alcohol for consumption for an additional fee of \$200 or 10% of gross sales, whichever is greater. Renter must provide Parks with a copy of appropriate Alcohol Permit. All provisions of the Alcohol Permit must be followed.
    - iv. Events at the Pavilion may serve alcohol outside in the Patio for an additional fee. Renter must provide Parks with a copy of appropriate Alcohol Permit. Security is required. All provisions of the Alcohol Permit must be followed.
    - v. Events at the Pavilion may not sell alcohol, either open or closed container, in Patio area.
  - d. Consumption of alcoholic beverages without the appropriate fee and Alcohol Permit is strictly prohibited on public property. Persons observed consuming alcohol in such cases are subject to arrest.
9. Smoking
  - a. Municipal Code section 6.12.020 prohibits smoking inside City of Bloomington facilities on City of Bloomington property. Smoking is not allowed outside a City of Bloomington facility within 30 feet of doors, windows, or ventilation system. Vaping is included in all smoking prohibitions. \*The Patio is included in areas prohibiting smoking.
10. Rules and Regulations
  - a. The Renter is responsible for ensuring that all Parks rules and regulations are observed by guests and others using the rented facility.
  - b. Violation of facility rules and regulations may be grounds for termination of the rental agreement. In the event of termination for this reason, no refunds will be given.
11. Insurance (if applicable)
  - a. The Renter shall maintain comprehensive general liability insurance in the amount of One Million Dollars (\$1,000,000) for bodily injury per person in any one occurrence and Two Million Dollars (\$2,000,000) in any one occurrence for all persons in that occurrence. Property damage shall be in the amount of One Hundred Thousand Dollars (\$100,000) per occurrence. The policy shall name the City of Bloomington Parks and Recreation Department and the renter as an additional insured parties, and the Renter shall provide Parks with a certificate of insurance at least two (2) weeks before the start of the event.
12. Condition of Facility
  - a. The Renter is responsible for ensuring that the rented facilities are clean and in good repair at the end of the rental period. In the event that Parks must take steps to clean or repair the facilities, the Renter will be charged accordingly.
13. Liability
  - a. The Renter agrees to release, hold harmless, and indemnify the City of Bloomington, the Parks and Recreation Department, and its officers, employees, agents and assigns from any and all claims which may arise from the use of the facility during the rental period. This release includes claims for personal injury, property damage, and/or any other type of claim or cause of action which might be brought by the Renter or by any third party.
  - b. The Renter agrees to assume financial responsibility for the repair or replacement of any facility equipment or fixture which is damaged through the negligence of the Renter or participants or spectators at the Renter's event. The decision to repair or replace equipment shall be at the election of Parks.

*The Parties understand and agree that due to the ongoing COVID-19 pandemic, there may be limitations and restrictions enacted that will affect the ability of the Parties to perform as required under this Agreement. The Parties agree that, in the event a limitation or restriction is enacted which prevents performance of the terms of the Agreement, Parks may terminate the Agreement in its sole discretion if it determines that there is no reasonable alternative means of performance under the Agreement. Parks shall notify Renter of any such termination and the reasons therefor in writing.*

## SIGNATURES

By signing and submitting this application, the Renter agrees to abide by the rules and regulations of the Parks and Recreation Department including, but not limited to, the conditions as stated in this Agreement.

IN WITNESS WHEREOF, the parties have signed this Agreement on the date first set forth.

Signature of Renter

Date



# INVOICE

**RENTER - PLEASE FILL OUT INVOICE**

INVOICE # *SYP-event date* \_\_\_\_\_

Org or individual \_\_\_\_\_

Date \_\_\_\_\_

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

Office Use: For use of Switchyard Park Pavilion

Phone: \_\_\_\_\_

201-18-189006-43220

Email: \_\_\_\_\_

**Category A –  
City of Bloomington  
Internal Pricing**

**Category B –  
Not-for-Profit Org  
Pricing \*requires  
copy of 501c3**

**Category C –  
Standard Use Pricing**

| <u>Qty</u> | <u>BASE RENTAL RATES</u>                                               |           |             |             | <u>Line Total</u> |
|------------|------------------------------------------------------------------------|-----------|-------------|-------------|-------------------|
| _____      | Pavilion Weekday Rate<br>(4 hour minimum *Mon-Thur 8 a.m.-5 p.m.)      | No Charge | \$65/hr     | \$65/hr     | _____             |
| _____      | Pavilion Weekday Rate<br>(4 hour minimum *Mon-Thur 5 p.m. to 11 p.m.)  | \$65/hr   | \$65/hr     | \$65/hr     | _____             |
| _____      | Pavilion Weekend Rate<br>(6 hour minimum *Fri, Sat, Sun, and Holidays) | \$80/hr   | \$80/hr     | \$80/hr     | _____             |
| _____      | Patio (Outdoor Attached)                                               | No Charge | \$100/day   | \$100/day   | _____             |
| _____      | Pavilion Lawn                                                          | No Charge | \$150/event | \$150/event | _____             |
| _____      | Requesting food truck(s) on site                                       | No Charge | \$25/truck  | \$35/truck  | _____             |

| <u>Yes/No</u> | <u>GENERAL SETUP</u>                                       |  | <u>Additional Costs</u> | <u>Line Total</u> |
|---------------|------------------------------------------------------------|--|-------------------------|-------------------|
| _____         | Requesting kitchen?                                        |  | No Charge               | _____             |
| _____         | Requesting podium?                                         |  | No Charge               | _____             |
| _____         | Requesting portable bar?                                   |  | No Charge               | _____             |
| _____         | Requesting microphone(s)?                                  |  | No Charge               | _____             |
| _____         | Requesting projector/screen                                |  | \$50/event              | _____             |
| _____         | If yes, does sound from laptop need to play over speakers? |  | No Charge               | _____             |
| _____         | Requesting pipe and drape?                                 |  | \$150/event             | _____             |
| _____         | Requesting riser stage?                                    |  | \$150/event             | _____             |

| <u>Yes/No</u> | <u>ALCOHOL</u>                                    |  | <u>Additional Costs</u> | <u>Line Total</u> |
|---------------|---------------------------------------------------|--|-------------------------|-------------------|
| _____         | Will you be consuming alcohol in Pavilion?        |  | \$50/event              | _____             |
| _____         | Will you be consuming alcohol in Patio?           |  | \$100/event             | _____             |
| _____         | Will you be selling closed container alcohol?     |  | \$50/event              | _____             |
| _____         | Will you be commercially selling for consumption? |  | 10% of gross sales      | TBD               |

**\*\*See FAQ and Alcohol Section of Terms and Conditions, pg. 2 & 4. Beer and wine ONLY allowed. Caterer's License to serve alcohol or State of Indiana Temporary Alcohol Permit required. Alcohol requires renter to provide security on site.**

**TOTAL RENTAL COST** \_\_\_\_\_

A deposit of \$260 per weekday or \$480 per weekend date is required to reserve date.

Once Rental Agreement is confirmed, deposit or full payment can be made via credit card or check.  
Make all checks payable to: City of Bloomington Parks and Recreation, Subject Line: [Event Name and Date].

Items can be mailed or dropped off to:  
Bloomington Parks and Recreation, ATTN: Hsiung Marler,  
401 N. Morton St., Suite 250 Bloomington IN 47404

**Thank you for your business!**

## **FREQUENTLY ASKED QUESTIONS**

Q: What size are the tables?

A: Round tables are 60", rectangle tables are 30"x72", and high top (aka cocktail tables) are 24". Standard seating for the rounds is normally 8 people. Tables are not for "craft" use. Renters must provide their own tables for "craft" uses. All renter tables and chairs must have rubber feet, cardboard, or carpet.

Q: What are renters responsible for at the end of event?

A: Anything that is brought in for the event must leave the building or be placed in a trash receptacle. If the kitchen was used the renter (or caterer) must clean the kitchen.

Q: Can we use tape on the floor?

A: No. The adhesive from the tape causes problems with the finish.

Q: How big is the Pavilion?

A: The building is 11,000 sq. ft. total. The event space is more than 7,000 sq. ft.

A: Max occupancy is listed at 442 seated and 600 standing. We recommend events using round table seating cap at 280 guests.

Q: What hours are the Pavilion available for use?

A: The Pavilion is generally available 9 a.m.-11 p.m. (out by 11 p.m.). For special situations an earlier time can be worked out.

Q: Can we have confetti or glitter?

A: NO. Use of confetti, confetti balloons, glitter, etc. will result in loss of Damage Deposit.

Q: Can we put down tape on the floor to mark vendors' areas?

A: NO. Because of the radiant flooring and sealant the adhesive will melt and create a mess.

Q: Is any space outside the overhead doors available?

A: Yes. Additional fee required. An area can be cordoned off to create an attached Patio from the building 24' towards the tree line. Width of the patio can be either one, two, or three overhead door (20', 40', 60') widths

Q: Are tables and chairs provided?

A: Yes. Banquet tables and chairs are available at no charge. Parks staff will set up tables and chairs for events. Banquet tables and chairs are for indoors only.

A: Yes. For the Patio (up to four) 'café' tables and chairs are available at no charge to reservations. Parks staff will set up tables and chairs for events. Parks does not provide any other tables and chairs outside. Renter may bring additional table and chairs for the Patio.

Q: Is there an ice machine or freezer on site?

A: No. Ice must be provided by the renter. Ice cannot be stored in the refrigerator.

Q: Is there a stage for inside?

A: Yes. Additional fee required. The 'riser' stage is made up of six 4'x8' sections. Stage can be configured as desired.

Q: Are there microphones available?

A: Yes. There are two cordless handheld microphones and one lavalier microphone available at no charge.

Q: What else is included at no charge?

A: See Invoice on pg. 3. There is a portable bar and a podium available at no charge to reservations.

Q: Is there a projector and screen available?

A: Yes. Additional fee required. Screen is 12' wide by 9' tall. Projector and screen will affect floor plan. Please discuss in advance. Renter must bring a laptop with a HDMI port. Apple laptops do not work with system.

Q: Is there WiFi in the Pavilion?

A: There is free public WiFi in the Pavilion and the majority of the park.

Q: Is there a kitchen?

A: Yes. The Pavilion has a caterer's kitchen. No oven or stove. There is a commercial warmer, a commercial double-door refrigerator, a three compartment sink, and a handwashing sink. The kitchen has a pass-through shutter door to the event space. Note: if the shutter is opened renter must provide some sort of covering for the limestone shelf.

Q: Does the Pavilion offer or recommend catering?

A: No. The Pavilion does not offer catering nor do we have preferred caterers.

Q: Can we use Food Trucks for our event?

A: Yes. Additional fee required. Food trucks must park in a designated area in the parking lot. Food trucks must be discussed in advance. Parks recommends against using food trucks for most events.

Q: Can we have alcohol at our event?

A: Yes. See Invoice or Terms and Conditions. Only beer and wine are allowed. Any alcohol being consumed outside designated areas will result in loss of Damage Deposit. A copy of the Caterer's Alcohol License or the State of Indiana Alcohol Permit is required. Renter must provide security.

Q: What does security mean?

A: Renter can hire a security company. Security is there to help enforce that no one underage is served, no one is overserved, no one drives home impaired, only beer and wine is available, alcohol does not leave designated areas, etc.

Q: What can we do for music?

A: We recommend renters provide their own sound system for music. Special requests for background music to be played through pendant speakers using blue tooth can be requested.

Q: What is not included?

A: Not included are linens, tableware, glassware, sound system, extension cords, or use of ladder. Note: any event with food is required to have linens/table cloths for all tables (high top/cocktail tables are exempt).

Q: Are there electrical outlets available in the pavilion?

A: There are four 110-electrical outlets available at each beam between the overhead doors, at spots down the middle of the floor, and at the front of the room.

Q: How many parking spaces are there?

A: Rogers Street has 128, Rogers Street Overflow has 91, Grimes Lane has 114, and Walnut Street has 43 parking spaces.

Q: Will there be anyone from Parks onsite during the event?

A: There will be an Event Supervisor present during the event.

Q: How tall is the limestone wall inside the Pavilion?

A: The wall is 12 feet high.

Q: Are candles allowed?

A: No, open flames are not allowed (other than Sterno cans for catering). Electric candles are allowed.

Q: Are crafts allowed?

A: Can be discussed. Tables and floors must be covered. No paint, glitter, or confetti.

Q: Can we put up decorations inside the Pavilion?

A: Free-standing signage or the use of suction cups/magnets to hold signage is allowed inside the Pavilion the day of the event. No tape, nails, screws, etc. is allowed to hang signage.

Q: Can we put up marketing or directional signage up outside the Pavilion?

A: Yes, only on the day of the event. Signage must be: free-standing signage (such as a sandwich board), yard signs, or 'feather' signage. Confirm location of signage in advance.

Q: Are pop-up tents allowed inside Pavilion?

A: Yes. However per fire code they should be placed underneath sprinkler heads. All pop-up tents (and any tables the renter brings) are required to have a rubber 'foot', cardboard, or fabric material underneath to prevent metal from scratching the floor.

Q: Are animals allowed inside the Pavilion?

A: Service animals are always welcome. Arrangements for any other animals must be approved in advance by Parks.

Q: Can we rent the Pavilion Lawn in front of the Pavilion for a wedding ceremony?

A: Yes. Additional fee required. Please discuss in advance.