



P.O. Box 802, Chesterton, IN 46304
(219) 926-1842 www.coffeecreekwc.org

The Pavilion
178 E Sidewalk Road, Chesterton, IN 46304
2019 Rental Information

Reservation time and Rental Fees:

9:00 a.m. – 5:00 p.m.	\$200
Reservations must be made in advance and fees are non-refundable	

**\$45 charge for any NSF checks*

3 Items are needed to secure your rental. We cannot confirm your rental until all 3 items are received.

1. **Signed Contract**
2. **Rental Fee** of \$200 (non-refundable)
3. **Certificate of Insurance** - This can be obtained through your personal insurance agency. It is a one-day Certificate of Liability listing Coffee Creek Watershed Conservancy as additional insured.

General Guidelines:

- **Alcohol is prohibited** at the Pavilion. Possession of alcohol will result in immediate forfeiture of your reservation and you will be asked to leave.
- All trash must be placed in appropriate receptacles. **Temporary trash receptacles and garbage bags are provided.** Please place closed trash bags in the brown trash receptacle located near the brown shed.
- Signed contract, certificate of liability, and rental fee should be mailed to:

Coffee Creek Watershed Conservancy
PO Box 802
Chesterton, IN 46304
- The Coffee Creek Watershed Preserve creates a beautiful backdrop for events. No nails, tacks, duct tape or items that could damage the Pavilion are allowed. Decorations are not permitted on the lighting fixtures.
- There are 20 picnic tables located in The Pavilion. These may not be moved.
- Just steps away from the Pavilion across from the meadow, is the *green-roofed indoor restrooms*. The climate-controlled separate men’s and women’s restrooms each contain two toilets, two sinks, and running water. The walkway to the restroom is paved.
- Parking is available at 157 E Sidewalk Road.
- *Clean- up must be completed by 5:00 pm.*
- Horseshoes are **NOT** permitted on the Coffee Creek Watershed Preserve.
- Bands and amplified music are not permitted at pavilion events without pre-approval.
- Golf carts and motorized vehicles are prohibited in The Preserve.



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Pavilion Rental Form

Please complete the following information and return it with your signed contract and rental fee

Date of Event: ____/____/____ **PAVILION IS AVAILABLE FROM** 9:00 a.m. – 5:00 p.m.

Renter's Name: _____

Email address : _____

Event Description: _____

Renters Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Contact Name & Phone # for day of Event: _____

Number of guests expected: _____

How did you hear about the Coffee Creek Watershed Preserve?

Return signed contract, certificate of liability and full payment to:
Coffee Creek Watershed Conservancy, Inc.
PO Box 802
Chesterton IN 46304

OFFICE USE ONLY

CONTRACT RECEIVED _____

INSURANCE RECEIVED _____

CHECK NO. _____

CONFIRMATION LETTER _____

INPUT COMPUTER _____

CONFIRMATION PHONE CALL _____

PAVILION RENTAL AGREEMENT

Updated 08.31.18



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CCWC COPY

Return with Pavilion Rental Form and rental fee

COFFEE CREEK WATERSHED CONSERVANCY RENTAL CONTRACT AND WAIVER & RELEASE OF ALL CLAIMS:

I agree to waive and relinquish all claims I may have as a result of renting the Pavilion, against the Coffee Creek Watershed Conservancy (CCWC) and its officers, agents, servants, and employees.

I do hereby fully release and discharge the CCWC and its officers, agents, servants, and employees from any and all claims from injuries, including death, damage or loss which I may incur, or which may be incurred by any person(s) that I may invite or bring with me to any CCWC facility grounds.

I have read the contract and rental agreement and agree to comply with the stated terms and conditions of each document.

Signature: _____

Printed Name: _____

Date: _____



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RENTER COPY

PLEASE KEEP FOR YOUR REFERENCE

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Contact Information:

Beth Vlietstra
Office & Event Manager
Coffee Creek Watershed Conservancy, Inc.
PO Box 802
Chesterton, IN 46304
219-926-1842 office
email: beth@coffeecreekwc.org