



P.O. Box 357 1659 E US Hwy 36 ~ ROCKVILLE, INDIANA 47872
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www.billiecreekvillage.org
bcvgroupsales@iconnectii.com

Gazebo Rental Contract

Today's Date: _____

Requested Rental Date: _____

Name of Responsible Party: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

Mailing Address: _____ Cell: _____

1. Rental Rate:

- \$75.00 for event
- \$30.00 for rehearsal if required (2 hours)
- Not-for-profit*: \$50.00 for event
- Not-for-profit*: \$20.00 for rehearsal if required (2 hrs)

2. Rental Rate with 10 rooms rented at the Inn:

- \$60.00 for event
- \$24.00 for rehearsal
- Not for profit*: \$40.00 for event
- Not for profit*: \$16.00 for rehearsal

3. Damage Deposit/Cancellation

- \$25.00 Damage Deposit Required - to be refunded once property is inspected and found to be in good condition. A two week advanced cancellation notice is required or a \$25.00 fee will be kept from the deposit.

4. Additional Rental Policies:

- Payment must be received in full before your requested date will be held.
- A Billie Creek Village employee must be on-site in case of emergencies or questions. The event contact will be provided a radio to contact the village representative.
- The venue will be digitally photographed prior to use for post-event comparison. Must also complete pre- and post-event check list.
- No cars will be permitted in the Village until 4:30 pm during days of operation.
- A detailed event schedule must be submitted to Billie Creek Village no later than two weeks prior to the event.

Date and Time of Rehearsal: _____

Date and Time of Event Teardown _____

Date and Time of Event Set-up: _____

Event Contact (Signature) date

BCV Employee (Signature) date