



Johnson County Parks Special Event Contract 2021

Johnson County Parks and Recreation Department
 PO Box 246 / Franklin, IN 46131
 Ph 812-526-6809
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Keep this page for your records.

Quick Guide and Reminders

All contract negotiations, scheduling, and pricing questions can be directed to Kevin Leonard, Assistant Superintendent of Johnson County Parks and Recreation Department. You can reach him at 812-526-6809, or via email at kleonard@co.johnson.in.us.

This contract must be completed fully and signed, each page initialed, and returned to the Johnson County Parks Department Office at PO Box 246, Franklin, IN 46131. Be sure to retain a copy for your files.

Both a booking fee and a signed contract are required to hold your event dates. Your booking fee will be due within 7 days of making reservation. The booking fee is only required if you reserve the Amphitheater. No refunds or transfers can be made. At this time, each event your organization hosts, each year, must have its own individual contract. We do not offer multiple date contracts.

Event fee will be determined by the Johnson County Parks Department. Fee will be based on multiple factors including but not limited to: type of event, number of facilities used, length of event, etc.

At the end of the season, Johnson County Parks will offer you the opportunity to hold the same dates for the next year, barring any conflicts with park-sponsored programming or events and assuming that your event was satisfactory to both your organization and the parks department.

The physical address of the Johnson County Parks and Recreation Department Office is 2949 E. North Street, Nineveh, IN 46164. This almost always does not always work in a car GPS unit. The nature of our property, being old military land, makes it very difficult to navigate using GPS. Please contact the park office if you need direction assistance.

Task List	Date Completed
Return signed contract for each event, all pages included and initialed.	
Submit deposit in the amount determined by JoCo Parks staff.	
File proof of your non-profit status with the park office, if applicable.	
File a copy of your liability insurance with the park at least two weeks before your event. Your COI must include these titles as insured: Johnson County Parks & Recreation Department, Johnson County Commissioners, and Johnson County Soil & Water Conservation District.	
Arrange for portajohns, if required, through a third party.	
Arrange for outside security, as needed, through a park-approved third party.	
Arrange for parking and crowd control, as needed, through a third party.	
Complete all requirements and permits needed for alcohol sales, if needed.	
Provide proof of compliance with Indiana Department of Homeland Security safety requirements and maintain permits.	

Event Information

Event Name				
Event Date(s)		Start Time		End Time
Organization Name				
Primary Contact				
Address				
City/State/Zip				
Primary Phone		Fax		
Email				
Website				
Check all that apply.	<input type="radio"/> Non-Profit <input type="radio"/> Senior <input type="radio"/> Youth <input type="radio"/> Scouting <input type="radio"/> Family <input type="radio"/> Corporate			
Briefly describe event and how you plan to use our facilities. Attach a schedule if possible.				

1	Circle One: Johnson County Park or Independence Park?	5	Is your event open to the public? _____
2	What is the estimated attendance? _____	6	Approximate ticket price? _____
3	Are you bringing in outside food service? _____	7	Will you have vendors at your event? _____
4	Will there be alcohol at the event (JCP Only)? _____	8	Will overnight camping be required (JCP Only)? _____

Facilities and Grounds

# days	Facility
	<p>Amphitheater (Only available at discretion of park management.) The Amphitheater may on occasion have availability to be utilized for activities. Rental of the Amphitheater also includes the use of the Maples Building. No vehicles, tents, bounce houses, or other structures are allowed to enter the amphitheater.</p>

Buildings	
# days	Facility
	<p>Scout Building and Scout Area Johnson County Park. Maximum occupancy is 60 people. 10 tables and 60 chairs included. 38' x 24' ft. Includes refrigerator, stove, sink, microwave, restroom. No tableware or cooking utensils supplied. Parking on the grass is strictly prohibited. Camping in this area is at discretion of the park management. Rental time is 8am-Midnight.</p>
	<p>Maples Building Johnson County Park, corner of 32nd and Harrison adjacent to Amphitheater. Maximum occupancy is 80 people. 10 tables and 80 chairs included. 23' x 48' ft. Includes refrigerator, stove, sink, microwave, restroom. No tableware or cooking utensils supplied. Parking on the grass is strictly prohibited. Rental time is 8am-Midnight.</p>
	<p>Front Room Johnson County Park, adjacent to the Park Office off North Street. Maximum occupancy is 80 people. 10 tables and 80 chairs included. 57' x 24' ft. Includes refrigerator, stove, sink, microwave, restroom. No tableware or cooking utensils supplied. Parking on the grass is strictly prohibited. Rental time is 8am-Midnight.</p>

Johnson County Park Shelters	
# days	Facility
	<p>Heartnut Shelter Located in Shelter Area off Gatling and Cabin Streets. Maximum occupancy is 120 people. Approximately 14 picnic tables included. Grill, electricity, and lighting at shelter. Nearest restrooms are south of Cabin Street, parking is available off Gatling. Parking on the grass is strictly prohibited.</p>
	<p>Cedar Shelter Located in Shelter Area on the southwest corner of Picnic and Schoolhouse. Maximum occupancy is 30 people. Approximately 4 picnic tables included. Grill and electricity, but no lighting. Nearest restrooms are south of Cabin Street, parking is available off Gatling. Parking on the grass is strictly prohibited.</p>
	<p>Beech Shelter Located in Shelter Area on the corner of Schoolhouse and Heartnut Streets. Maximum occupancy is 30 people. Approximately 4 picnic tables included. Grill and electricity, but no lighting. Nearest restrooms are south of Cabin Street, parking is available off Gatling. Parking on the grass is strictly prohibited.</p>
	<p>Fireside Shelter Located in Shelter Area on the corner of Picnic and Cabin Streets. Maximum occupancy is 80 people. Approximately 10 picnic tables included. Grill and electricity, but no lighting. Nearest restrooms are south of Cabin Street, parking is available off Gatling. Parking on the grass is strictly prohibited.</p>
	<p>Welcome Shelter Located off Schoolhouse Road right north of North Street. Maximum occupancy is 80 people. Approximately 12 picnic tables included. Grill and electricity, but no lighting. Nearest restrooms are in the campground, parking is available off Schoolhouse and south of North Street. Parking on the grass is strictly prohibited.</p>

Independence Park Shelters	
# days	Facility
	<p>REMC Shelter Independence Park, right of the playground near the swings. Maximum occupancy is 45 people. Approximately 6 picnic tables included. Grill provided but no electricity. Nearest restrooms are at the maintenance shed. Parking on the grass is strictly prohibited.</p>
	<p>Bargersville-Utility Shelter Independence Park, left of the playground near the toddler area. Maximum occupancy is 45 people. Approximately 6 picnic tables included. Grill provided but no electricity. Nearest restrooms are at the maintenance shed. Parking on the grass is strictly prohibited.</p>
	<p>Case Shelter Independence Park, halfway up park road on the way to the playground. Maximum occupancy is 40 people. Approximately 5 picnic tables included. Grill provided but no electricity. Nearest restrooms are at the maintenance shed. Parking on the grass is strictly prohibited.</p>

Grounds		
# days	Facility	Subtotal
	<p>East West Fields Located in Johnson County Park, in between Cardinal and Nature Trail Lane, south of North Street. Nearest restrooms are in the RV Campground showerhouse. Parking on the grass is strictly prohibited.</p>	
	<p>John Wayne Field Located in Johnson County Park, in between Kern and Harrison Streets, south of North Street. Nearest restrooms are in the RV Campground showerhouse. Parking on the grass is strictly prohibited.</p>	
	<p>Sports Field Located in Johnson County Park, east of Harrison, south of North Street. Nearest restrooms are in the RV Campground showerhouse. Parking on the grass is strictly prohibited.</p>	
	<p>Lake Cottonwood Pier Located in Johnson County Park. Northeast corner of Cottonwood Lake. No restrooms are available onsite.</p>	
	<p>Independence Park Lower Field Lower field at Independence Park, on the left side of the park as you enter the park. Parking and driving on the grass is strictly prohibited.</p>	

Hoosier Horse Park Grounds	
# days	<p>At the discretion of the Johnson County Parks and Recreation staff the use of the grounds inside Hoosier Horse Park can be utilized. The use of Hoosier Horse Park will be determined based on the availability of the grounds and the type of event you conduct. The cost will be based on what facilities are used within Hoosier Horse Park. Please explain the use of Hoosier Horse park below:</p>

Rendezvous Area

days

At the discretion of the Johnson County Parks and Recreation staff the use of the grounds just South of the Shelter Area can be utilized. The bathrooms in the area are open to the public and cannot be reserved for exclusive use. Please explain the use of the Rendezvous Area below:

Camping

If your event is being planned as a multi-night program, are you interested in camping? Yes _____ No _____

If you are interested in camping, we will discuss potential options with you.

Other Equipment	
# days	Equipment
	Golf Cart or Work Cart • \$50/day (Only available at discretion of park staff) for large-scale events with liability insurance at Johnson County Park. Includes one tank of gas. Must obey all traffic laws and posted speed limits. May only be driven by a person with a valid driver's license, and with a signed an equipment waiver. Driving erratically or in ditches and restricted areas is not permitted. Only two passengers per golf cart.
	Service Equipment • Free, as available. <i>If your organization is completing park-sanctioned service work as part of your visit, the parks department may be able to offer some limited tools for use. This could include loppers, wheelbarrows, shovels, rakes, and more. All equipment must be returned in sound and clean condition. Any damage or replacements will be the responsibility of the renting organization. Only available at the discretion of the parks department.</i> Please list inventory of tools being utilized by renting organization. These tools must be checked in/out by park staff and be accompanied by an equipment waiver.

Miscellaneous			
# days	# units	Item or Service	Subtotal
		Vendors Must complete a vendor application for review by the park management. If granted, must provide a copy of any insurance or food vending health department permits associated with their trade. These items must be on file with your contract.	
		Extra Fuel If you are renting a golf-cart or EZ-Go for more than the weekend, you will need this. Fuel price will be determined by gas prices at the time of the event.	
		Port-a-johns <i>Certain events require the rental of port-a-johns, as determined by park management. You are responsible for renting and arranging for the placement and removal of these port-a-johns. Suggested vendor: Setser Septic Service at 317-691-6245. (1 port-a-john per 50 people per half day is a good estimate, but Setser can help you out in making this decision.)</i>	
		Security <i>Events in which alcohol will be present and certain other types of events require security. You must contract this service with approval by the parks department. Not negotiable.</i>	
		Onsite EMS <i>The park management may require onsite medical services, depending on the type of event.</i>	
		Payment Terms/Damage Deposit • The total event fee and payment terms will be determined by Park Staff. A damage deposit for the event may also be required. The amount required for the damage deposit will be determined by Park Staff. The damage deposit is refundable as long as everything is returned to its original order. Rental area cleaned up, tables and chairs put back in designated area, key is returned to Park Office if applicable, etc. In the case of damage to the park facilities or grounds, you will forfeit this deposit and will be required to make remunerations over and above this deposit cost if necessary to cover the damage.	<i>Deposit</i>
Total Cost of Event (As determined by Johnson County Parks Department)			\$

Please initial that you have read, understand, and agree to comply with each of the following policies and regulations. Failure to comply with these policies will result in loss of any damage deposit, reparations to the park for damages sustained, and potential banishment from park property.

I understand the event fee is non-refundable. _____ Initial

I understand that if there is a cancellation, I will be issued a credit to use at another time. _____ Initial

I understand the the DAMAGE DEPOSIT is refundable, provided there is no cause to retain it. _____ Initial

In the event of a public safety emergency, declaration, etc.; events may be canceled or rescheduled due to federal, state or local guidelines

_____ During your event, do not block any roadways, or parking areas with vehicles. Use only designated parking areas.

_____ No staples, nails, thumbtacks, or duct tape may be used on any of the walls or surfaces in any park building. All traces of any fixative must be removed at the end of your event. Remove ALL SIGNS, BALLOONS, BANNERS, etc. from park property. Materials found after your event will result in a minimum \$25 fee per item left.

_____ Ceiling tiles are not to be altered or moved in any way. This includes tucking streamers and other decorations inside.

_____ All windows and doors must be shut and locked upon your departure.

_____ There is NO SMOKING or e-cigarette usage allowed in any park building at any time. Smokers must be at least 8 feet from any doorway. Cigarette butts must be disposed of properly and not littered throughout the area.

_____ No open flames are allowed in any building or structure on park property, except birthday candles. No outside cooking equipment is allowed (personal grills, griddles, deep fryers, etc.) without prior approval by park management.

_____ No amplified music is allowed without prior approval from the park office.

_____ Fires are absolutely NOT permitted in any site that has not been designated explicitly by the park staff.

_____ Tents larger than 10x10 cannot be erected or placed on park property without prior approval (min. 1 week prior) from the park office.

_____ Alcohol is permissible on Johnson County Park grounds but is strictly prohibited on Independence Park grounds. It may not be consumed by minors. Inappropriate behavior as a result of intoxication will result in dismissal from park property. Any event with alcohol must contract for outside security services.

_____ Beverage stands, coolers, and like items may be placed only on non-carpeted areas.

_____ Children and pets must be supervised at all times. No pets are allowed inside any building or structure on park property. Pets must be on a leash at all times, no exceptions.

_____ Four-wheelers, three-wheelers, mopeds, small motor bikes, etc. are NOT permitted on park property. Golf carts and Ez-Go vehicles are only allowed within Johnson County Park and must obey all traffic laws. **Personal golf carts require a permit, purchased at the Park Office.** Drivers of ANY type of motorized vehicle must have a valid driver's license. Organizations disobeying this guideline will be asked to leave the park.

_____ Event organizers will be charged the full rental fee for any facilities not reserved by the event organizer that are used by the event. It is the event organizer's responsibility to communicate this policy to all employees/volunteers associated with the event.

_____ Equipment may not be stored or left at Johnson County Park or Independence Park either before or after the event without paying full rental fees at the discretion of the park management.

_____ Inflatables (Bounce Houses, slides, etc.) are NOT permitted at ANY TIME. Water features, sprinklers, slides, dunk tanks or any item that requires excessive park resources are NOT permitted.

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_____ Park property, including picnic tables, trash cans, fire pits, etc., may not be moved or removed from the facilities or areas that are reserved in this contract.

_____ Keys must be returned to the office at the close of your event, either by visiting during open office hours or dropping the key in the office drop box.

_____ Clean up after your event. Sweep, vacuum, mop if needed. Return all chairs and tables to storage locations. Cleaning supplies are provided in each rental room. A cleaning list is posted in each room as a reminder. All cleaning MUST be complete the same day of your rental. Any property or items left in the facilities will become property of Johnson County Parks and Recreation and may not be returned.

_____ All damage done to the rented facility is your responsibility. Upon negative inspection of the facility or loss of any key, Johnson County Parks and Recreation Department will retain your damage deposit. If damage exceeds the amount of the damage deposit, you will be financially responsible for any and all additional damage costs.

Alcohol Sales

If you wish to have alcohol for sale by a third party vendor at your event, you will need to fulfill the requirements listed below. Please take note that beer and wine will be the only approved form of alcohol that could be offered for sale at Johnson County Park.

Applicants will initially work with the Johnson County Parks and Recreation Department staff on the potential dates and details, as well as developing a Safety and Security Plan for the event. The Special Event Contract, a short written proposal, and the Safety and Security Plan must then be presented to the Assistant Superintendent and the Johnson County Parks Board, in that order, for approval. If approved, Johnson County Parks requires a \$200 alcohol permit fee in addition to other costs incurred for you event. This fee is non-refundable.

If all approvals have been received, the event planner must obtain a temporary beer and wine permit from the State of Indiana Alcohol and Tobacco Commission. The application process requires a floor plan submitted on an 8.5" by 11" sheet of paper, a fee of \$50/day, the signature of the local law enforcement who has jurisdiction over the location, and finally, the signature of the excise police officer who has jurisdiction over the location. You can find the application and more information online at <https://www.in.gov/atc/>. You must submit your application at least fifteen days before your event and a copy of the permit must be on file with the Johnson County Parks and Recreation Department.

Part of your contract with Johnson County Parks requires the submission of a Safety and Security Plan. This plan must include details on event layout, event security, emergency medical services, parking services, and control of alcohol distribution. Please note that anyone 21 and over that is entering the area where alcohol is served must be readily identified as such, or distinguished easily from underage participants.

You will also need to ensure compliance with all Indiana Department of Homeland Security regulations regarding entertainment and events. For more information, visit <http://www.in.gov/dhs/2795.htm>.

Applicants will also be required to hire and provide uniformed police officers to be present throughout the event. The number of officers will be determined by Johnson County Parks and Recreation and will be dependent on the site set-up, the scope of the event, and the expected number of attendees. The chart below can serve as a guideline, but the requirements will be finalized on a case by case basis and subject to change at any time.

Expected Number of Attendees	Number of Uniformed Police Officers Required
50 or Less	One, unless deemed unnecessary by JoCo Parks
51-200	Two
201-300	Three
301+	To be determined by JoCo Parks

Failure to abide by these and any other park rules and regulations, or any action that may constitute a violation of State or Federal law and such failure by Applicant is at Applicant's own risk. Any misrepresentation or failure to abide by these or any Park Rules and Regulations may result in the immediate revocation of the permit and termination of the contract.

Logistics

Waste Removal

The Johnson County Parks staff will be on hand to keep trash barrels empty and keep the park clean for most events. If your event requires an unusual level of sanitation needs, you will be required to contract those services through a third party. There are dumpsters located in the park grounds and in the RV campground. **If your group leaves trash or animal waste on the grounds, you will be charged \$25 per hour, per staff person, for clean-up.** Please be vigilant of your group's site usage.

Keys

Your event coordinator will be assigned keys for the facilities used as necessary. These keys are signed in and out of the Park Office. **Failure to return these keys at the close of the event will result in an additional charge.** Keys may be returned via the drop box located at the Park Office.

PETS

Pets are welcome, but cannot be left unattended and must be kept on a leash. If your pet becomes a nuisance or a danger to other pets or visitors, Johnson County Parks staff will require you to remove your pet from the grounds.

UNACCOMPANIED MINORS

All campers under the age of 18 must be accompanied by an adult, aged 21 and older. Visitors under 16 years of age must be accompanied by an adult.

FIREWORKS

Fireworks are prohibited in Johnson County Park and Independence Park.

SAFETY AND SECURITY PLAN

All special events hosted at Johnson County Park must file a Safety and Security Plan with the parks department and must be approved by them, as well. This plan must include, if applicable:

- a. Detailed map and layout of event.
- b. Evacuation plan.
- c. Emergency medical services plan.
- d. Parking strategies.
- e. Sanitation efforts.
- f. Crowd control and security operations.
- g. Covid Mitigation plan (approved by the Health Department)

DHS permits, alcohol permits, health permits for food vendors, and liability insurance.

Release and Indemnification

Organizations or individual using any park equipment, facilities, or grounds shall be responsible for any damage caused to these equipment, facilities, or grounds. It is the responsibility of organizations/individuals to insure that only qualified operators operate any equipment per current Johnson County Park Rules and Regulations. Organizations/individuals shall furnish to the Park Superintendent or her designee, prior to the equipment being released to organizations/individuals, appropriate proof of liability insurance and signed equipment waivers, as deemed necessary by the Johnson County Parks and Recreation Department.

The applicant further releases and discharges, to the fullest extent allowed by law, Johnson County Park and Recreation Department, Johnson County and the Johnson County Soil and Water Conservation District ("Released Parties"), from any claim that the applicant may have against the Released Parties on account of bodily injury or property damage while on the grounds of Johnson County Park, including bodily injury or property damage occurring while participating in any park event.

It is agreed that the applicant and all individuals associated with your event will abide by all State, Federal, and Local laws and ordinances relating to Johnson County Parks and Recreation Department's facilities, grounds, and property. It is further agreed that the applicant and all members, guests, or employees of applicant will execute and submit with this application as agreement, in writing, holding Johnson County and Johnson County Soil and Water District and Johnson County Parks and Recreation Department ("the indemnified parties") harmless for any loss or damage, including, but not limited to bodily injury and property damage occurring by reason of, in connection with, or as a result of the use of the facilities, grounds, and property requested.

The organization/individual identified as _____ shall indemnify and hold the indemnified parties harmless from any and all claims, demands, actions, damages, costs and charges, including reasonable attorney fees, to which the indemnified parties may be subject to or which the indemnified parties may have to pay by reason of any injury to any person or property, or loss of life or property resulting from or in any way connected with, the character, condition or use of the premises, or any means of ingress thereto or egress there from, or from the facilities or equipment provided, and shall, at its own expense, assume the defense of such claims and actions for damages arising out of such injuries or losses which may be brought against the indemnified parties by any such entity, and shall pay any such judgments that may be rendered in any such actions.

Applicant agrees that they will be responsible for ensuring that all trash, debris, refuse, waste, and recyclable materials generated by this event are collected and placed in proper receptacles or removed from the Johnson County Parks and Recreation Department's facilities, grounds, and property per direction provided by park staff. Applicant will be responsible for all costs of staff clean-up after the event, as determined necessary by the Johnson County Park and Recreation Department, and will be charged with \$25 per hour per employee, plus expenses as necessary. Applicant further understands that failure to pay these costs within thirty days of the close of the event may subject them to additional legal action to collect all amounts due, and that applicant will be responsible for any expenses incurred by Johnson County and/or the Johnson County Parks and Recreation Department as a cost of collection of these fees, including but not limited to court costs and reasonable attorney's fees.

By signing below, I am agreeing to all the terms and conditions of all included pages of this contract and have read and understand all of its contents and addendums.

Applicant Signature _____ Printed Name _____ Date _____

Organization Name _____

Activity or Event _____

Address _____

State _____ Zip _____ Phone _____ Email _____

For Office Use Only

Date Contract Received					Staff	
Facilities Reserved in CM					Staff	
Date Contract Confirmed					Staff	
Date Deposit Received		Amount		Payment Type	Staff	
Equipment Waivers Filed					Staff	
Safety and Security Plan Filed					Staff	
Damages Incurred?					Cost	
Date Invoice Sent		Amount			Staff	
Date Balance Received		Amount		Payment Type	Staff	
Dates Requested for following year?					Staff	