

EVENT CONTRACT

Return to:

Lisbon Park District
PO Box 868
Lisbon ND 58054
701-680-3736

CONTACT INFORMATION

Name(s)/Hosting Party _____
Company/Professional Organization (if applicable) _____
Phone _____ Email _____
Address (used for deposit return) _____
City _____ State _____ Zip _____
Deposit Return (if any) Made Out To _____

EVENT INFORMATION

Date _____ From _____ To _____
Event Type _____ Estimated Guest Count _____
Additional Information _____

RENTAL INFORMATION

PAVILION (Monday / Tuesday / Wednesday / Thursday / Friday)

- Early 1/2-day rental (ends at 2pm) \$60 _____
- Late 1/2-day rental (starts at 2pm) \$60 _____
- Full day rental \$100 _____

PAVILION (Saturday / Sunday)

- Full day rental \$150 _____

SHELTERS & GAZEBO

- North Shelter (near Skate Park) \$25 _____
- East Shelter (near Oak Street) \$25 _____
- Gazebo \$25 _____

SIGNATURE

Renter Signature _____ Date _____

Event Contract Copy

Lisbon Park District
PO Box 868
Lisbon ND 58054
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TERMS AND CONDITIONS

1. Pavilion Space:

- A key will be given to the renter prior to the event and must be returned at the conclusion of the event.
- All activity must conclude by 10:00pm outdoors and 1:00am indoors. Management reserves the right to close any party or event if it is determined that my actions or the actions of my guests have become unreasonably injurious or disturbing to the property or other residents. Management may request the assistance of local law enforcement officials in making this determination.
- No smoking is permitted inside the building.
- If alcohol is served, please contact the Lisbon Police Department for guidelines and security requirements.
- The renter is responsible for set-up and break-down for all tables and chairs and shall be placed back in its original position unless prior arrangements have been made.
- No nails, screws, staples, or penetrating items should be used unless prior permission is granted.
- Any tape or gummed backing materials must be properly removed.
- No confetti or glitter is allowed inside or outside the Pavilion.
- Utilization of the Roller Skates are included in your rental; the Mini-Golf is open to the public and will not be closed for private events.
- Max capacity of 604 with no tables set up in Pavilion area.

2. Cleaning and Closing:

- ALL areas of the facility should be returned to the same condition of the building prior to your event.
- All cleaning supplies are provided (garbage bags, brooms, mops, etc).
- If roller-skates are used, they must be returned to their designated spots organized by shoe size.
- Unless instructed otherwise, tables and chairs should be placed how they were prior to your event.
- Lights, doors, and windows must be turned off and locked before leaving the facility.

3. Payment: Full payment is required to reserve requested dates(s) and time(s); payable to Lisbon Park District.

4. Cancellation: No refunds if cancelled 30 days prior to your event, as your agreement to rent facility if cancelled may cause the loss of additional bookings or business.

5. Property: The hosting party is responsible for any property damage to the premises and equipment during their scheduled event. All items brought in by the hosting party and/or guests must be removed at the conclusion of the event. Lisbon Park District is not responsible for any loss or damage to your property that happens on the premises.

6. Indemnification: To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless Lisbon Park District, its board members, respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fine, and costs (including reasonable attorney fees), arising out of or connected with your function, except those claims arising out of the negligence or willful misconduct of the golf course. The parties agree if any dispute arises in any way relating to or arising out of this contract, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its reasonable attorney's fees.

I have read and agree to all items listed in this Terms and Conditions document:

Renter Signature _____ Date _____

Renter copy
 Lisbon Park District
 PO Box 868
 Lisbon ND 58054
 701-680-3736

Duplicate: Keep for Your Records

TERMS AND CONDITIONS

7. Pavilion Space:

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