



Wicker Memorial Park
 8554 Indianapolis Boulevard
 Highland, IN 46322
 219-838-3420

2025 Rental Permit Application Form

Today's Date: _____

Specify which rental permit you are requesting. (Check below)

501C-3 required for Non-Profit discount

| | |
|--------------------------|--|
| Personal Rental | |
| Business Rental | |
| Non-Profit Rental | |

• Applicant Name: _____

• **Check Box and Initial: *Applicant must be present for the entirety of the event.**

Wicker Park Staff will make periodic site checks and ask for identification *

X _____

• Phone (home/cell): _____

• Address: _____

• City / State / Zip Code: _____

• Activity / Purpose: _____

• Facility / Site Requested: _____

Park Rentals Times: Monday–Thursday 10am – 7pm / Friday–Sunday & Holidays 11am - 7pm

• Rental Date: _____

• Time Requested: _____

• Attendance Expected: _____

• Alcohol Permit Needed (Available ONLY for Pavilion and Breezeway Rentals): YES NO

If an alcohol permit was NOT purchased for your rental and is found at your location—your party will be shut down and your party will be asked to leave the park. No refunds will be given.



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2025 Facility Rental Agreement

I, (Name of Applicant) _____

Agree to hold harmless North Township of Lake County, Indiana, North Township Trustee, North Township Board of Trustees, Wicker Memorial Park, and their employees, and to assume responsibility for, and defend at our/my own expense, all claims for damage to property and persons, including medical expense, for injuries incurred and arising incidental to the use of the facility involved. It being further understood and agreed that North Township of Lake County, Indiana, the North Township Trustee, North Township Board of Trustees, Wicker Memorial Park and/or their employees assume no obligation or responsibility in connection with said use of facility. We/I further agree to assume all cost of damage to the park/buildings, Splash Pad and/or contents during the period authorized and all results of such said use of facility and/or contents. We/I further agree to adhere to the statement of policy, rental procedures and the attached permit terms and conditions.

CANCELLATION CLAUSE-

PAYMENTS ARE NON-REFUNDABLE FOR ANY REASON INCLUDING PANDEMIC.

-Wicker Memorial Park and North Township of Lake County, Indiana reserves the right to cancel at any time when deemed necessary.

Authorized Signature

Today's Date



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2025 Rental Terms and Conditions

1. The applicant, his/her organization and members are bound by policy of the Permit, Rental Agreement, its Terms and Conditions, regulations and ordinances pertaining to the use of Wicker Memorial Park property.
2. **The applicant submitting a request must be a minimum of 18 years of age and present during the entire rental.**
3. **ALL RENTALS ARE SUBJECT TO INSPECTION:** Any permit may be revoked for misrepresentation in the application or violation of terms and conditions of this application concerning policy, ordinances, rules, regulations, and laws of the State of Indiana. **Wicker Park Staff will ask for identification from the applicant.**
4. Adequate adult supervision must be provided at all times. Rental applicants/groups may be required to employ park approved security or law enforcement officers, at the discretion of the park.
5. The applicant, his/her organization, members, and guests agree to release the liability of injury to Wicker Memorial Park, North Township of Lake County, Indiana, and its employees caused through said use.
6. Wicker Memorial Park and North Township of Lake County, Indiana will not assume responsibility for lost or damaged property.
7. **Use of sound amplification systems, including but not limited to: Bands, D.J. or D.J. equipment, is PROHIBITED (excluding Pavilion).**
8. Loud, offensive, vulgar music or language are strictly prohibited and will result in your reservation being revoked and your event closed down without a refund.
9. All buildings, shelters, and stands do not have HVAC. Please, plan your event accordingly.
10. **Rain Credit: If you do not have your picnic due to rain on the day of your rental, you must contact the park office within 2 business days to qualify for the rain credit. A rain credit will be issued to be used within one year of the original scheduled reservation.**
11. Bounce houses must be rented through Backyard Bouncers. Call (219) 227-4644 for an additional fee. All other companies or personal bounce houses will be removed by the renter if found upon inspection.
12. **Alcoholic beverages are ONLY allowed in designated areas (Pavilion and Breezeway Rentals Only), with a Wicker Memorial Park alcohol permit. All rentals with an alcohol permit are required to have an approved contracted, active law enforcement officer for the entirety of your rental time. Wicker Memorial Park Office will schedule the Law Enforcement Officer for security. The renter is responsible for paying the security payment in full.**
13. Animals and/ or pets are not allowed in the playground, splash pad, or rental areas. Leashed dogs are allowed on the exterior walking trails.
14. Food Trucks are not allowed at any rental sites

15. Fireworks, campfires, and glass bottles are prohibited on Wicker Memorial Park grounds.
16. **Grills:** Wicker Memorial Park charcoal grills are only permitted for use with rental permits. Gas grills can be brought to your rental site if needed.
17. No person shall park a vehicle anywhere within the park other than in designated parking spots.
Absolutely NO PARKING ON GRASS.
18. The speed limit on access pathways to shelter and stand rental areas is 5 mph. Please take caution and place your hazards on when accessing your rental site.
19. No person shall engage in any commercial or for-profit enterprise including, but not limited to the offering series, soliciting, selling, peddling any personal property, liquids, food, distributions of flyers, advertisement, peddling or vending any goods, wares, or merchandise.
20. No person shall injure, deface, destroy, foul, or remove any part of the park, building, signage, equipment, or other property found therein.
21. Rental times: Monday – Thursday 10:00am-7:00pm / Friday – Sunday & Holidays 11:00am-7:00pm
22. No more than (2) 10x10 pop up tents will be permitted for use at any single rental site. Tents must NOT be staked into the ground. Tent weights shall be used to secure tents at sites.
23. No volleyball nets, badminton nets or any item requiring staking in the ground will be permitted.
24. **Rental reservations do not include admission to the Splash Pad.**
25. Picnic tables inside the Pavilion, Breezeway, and Stand buildings must remain inside the buildings at all times.
26. **All organized walks/ runs and events open to the public are required to submit a Certificate of Insurance (COI) listing Wicker Memorial Park as additionally insured on your rental date.** If the COI is not filed with the park office one month before your reservation, your reservation will be revoked without a refund.
27. Max people allowed at each location: **Pavilion: 300, Breezeway: 80, Stands: 75, Shelters: 60 and Picnic Area: 70**
28. **Banners/Signage** can only be placed at the rental site on the day of the rental. Signage/banners are not allowed at any other locations of the park property without consent from the Park Office. Signage/banners are subject to approval by the Park Office at least 7 business days prior to the event to ensure it does not contain any inappropriate/offensive language and/or graphics.
29. Glitter and/or confetti are not permitted in any area of the park. This includes, but is not limited to: party poppers, piñatas, gender reveal cannons and/or balloons, and table decorations.
30. All rental sites and buildings shall bag all trash and place it in provided trash cans and / or next to them. All belongings and decorations (including tape to secure) will need to be removed by renters prior to their checkout time. Failure to do so will result in the renter being subject to pay additional fees up to 50% of their rental rate that will be invoiced after the rental.
31. If damage or any of these terms and conditions are violated. The renter will be subject to pay up to 50% of their rental rate invoiced after the rental date. Failure to pay invoiced fees accrued after rental date will be subject to a ban from rental/activities at Wicker Memorial Park.
32. Rental Fees will be paid in full at the time of your reservation.
33. There will be a \$50.00 fee assessed for checks returned due to non-sufficient funds (NSF).

Authorized Signature

Date



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Alcohol Beverage Permit Request 2025

(This request must be submitted with the Picnic Permit Request and signed Terms & Conditions to be considered)

Alcoholic beverages are NOT permitted within Wicker Memorial Park, except when authorized by the North Township of Lake County, Indiana and when specified on the permit as stated in the Rental Terms and Agreement for the park rentals.

To North Township Trustee and its Board of Trustees:

I/We would like to request permission for the service of alcoholic beverage at our facility rental location at the time and place stated below:

Date of Rental: _____

Rental Site: Pavilion Breezeway (Check One)

Name/Organization: _____

I/We understand that it is my/our responsibility that possession and consumption of alcoholic beverages are in accordance with all local, state, and federal laws and I/we agree to assume all liability in connection therewith.

I/We agree to indemnify, defend and hold North Township of Lake County, Indiana, Wicker Memorial Park, North Township Trustee and the North Township Board members, officers and employees and each of them forever harmless from and against any and all loss, costs, damage and expense, including without limitation court costs and reasonable attorney fees which Wicker Memorial Park and/or North Township of Lake County, Indiana may suffer, incur, sustain, or for which Wicker Memorial Park and/or North Township of Lake County, Indiana may become liable by virtue of the injury to or death of any person(s), or the loss, damage or destruction of property arising out of, related to, or in connection with the possession or consumption of alcoholic beverages by the undersigned or any officer, director, employee, invitee or permittee of the undersigned or other person acting or purporting to act on behalf of or in conjunction with the undersigned.

Applicant Signature Date

(Type or Print Name) Telephone Number

Address/City/State/Zip

Email Address

WMP Approval: Initial _____ Date _____