



## Use Policy

**Reservations Procedure:** You must submit your request to the Historic Prophetstown office. Your event is not confirmed until the deposit and the signed Rental Agreement and Use Policy have been received, approved, and signed by the Chief Operating Officer at Historic Prophetstown. Rental uses are first come, first served.

### **Set-Up and Teardown:**

- All trash must be carried out
- Set up and teardown must occur on the same day as event, unless special approval by Chief Operating Officer is arranged prior to the event
- Decorations, additional lighting, and any other equipment must be approved by the Chief Operating Officer no less than 7 days prior to the event
- Historic Prophetstown reserves the right to restrict dates, including allotted times for set-up and teardown
- If event needs to run beyond the contracted time, approval for such must come from the Chief Operating Officer. Upon such approval, an overtime charge may be assessed.

**Inclement Weather:** Historic Prophetstown staff will direct your group if weather is a threat.

**Modifications:** Infrequently activities at Historic Prophetstown may require modification of plans for private vents. Historic Prophetstown will notify the Renter of any changes as far in advance as possible to arrange an alternate date or facility, if such changes must be made. Historic Prophetstown's liability in any such change is limited to the return of all of the Renter's prepaid funds.

**Catering Services:** All catering at Historic Prophetstown is provided by Outpost by Sgt. Preston's.

**Beverage Service:** Alcoholic beverages may be served with prior approval. Renter is required to arrange for a uniformed officer with jurisdiction at Historic Prophetstown to be present. Renter must contact the Tippecanoe County Sheriff Department at 765.423.9388 prior to the event. Historic Prophetstown does not have a liquor license. Bartender service provided by Outpost by Sgt. Preston's

**Sound Systems:** Please keep at low levels. We have animals and neighbors. Prophetstown State Park requires all sound systems and bands to stop playing music at 11pm.

**Payment:** Full payment is due the date of the event

**Closing Time:** All music must be turned off by 11pm and all guests and renter must be off of facility by 12am. Violation to do so will receive additional fees for staff time.

**Prophetstown State Park:** Historic Prophetstown is located inside the State Park. Prophetstown State Park requires all Historic Prophetstown guests and visitors to pay admission. Arrangement can be made ahead of time so Renter's guests do not have to pay. Contact the State Park at 765.567.4919

**Working Farm:** Please remember that Historic Prophetstown is a working farm. Animals, staff, visitors and chores will perform as normal. Historic Prophetstown will be courteous of your event within normal expectations.

**Electric:** Limited electric is available in the house and in the barn. If the grounds are being rented, a generator must be used to provide power.

We look forward to working with you to plan your event. We require that you comply with this Rental Agreement and Use Policy to protect you and your guests, Historic Prophetstown staff and property. Violation of this Agreement may result in the cancelation of your event, charging additional fees, and other actions to recover damages and attorney fees. You agree to hold harmless and indemnify, including attorney fees, Historic Prophetstown, its agents, employees, invitees, Board of Directors, and volunteers.

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Type of Event

\_\_\_\_\_  
Times of Event

Alcohol: Yes No  
Contacted Sheriff Dept. \_\_\_\_\_ Date \_\_\_\_ Initials

Contacted Outpost \_\_\_\_\_ Date \_\_\_\_\_ Initials  
Contacted Midwest \_\_\_\_\_ Date \_\_\_\_\_ Initials

Contacted State Park \_\_\_\_\_ Date \_\_\_\_\_ Initials  
Paid \_\_\_\_\_ Date \_\_\_\_\_ Initials

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Operating Officer

\_\_\_\_\_  
Date