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# *Outdoor Wedding Venues*



## Rental Information

Beautiful outdoor locations for wedding ceremonies and photographs.

### **Centennial Park**

- Formal Gardens
- Entertainment Stage

### **Heritage Park**

- Gazebo
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Heritage Park  
1154 Ridge Road  
Munster, IN 46321

Centennial Park  
901 North Centennial Drive  
Munster, IN 46321

To Outdoor Wedding Venue Renters:

Thank you for choosing one of our outdoor wedding ceremonies sites as the place for your upcoming event. It is our hope that you will find the park conducive to your event and that your experience will be a positive one. Centennial Park and Heritage Park are available to rent throughout the year, weather permitting.

The rental fee that you pay for the wedding package is **non-refundable**. The only exception is in the case of inclement weather. If inclement weather prevents your rental from being held, the rental fee and the deposit will be refunded. You are responsible for securing an alternate location in case of inclement weather.

A \$125.00 security/cleaning deposit is required on all rentals. It is the responsibility of the renter to return the park to its pre-rental condition. **Should cleaning not be completed following your rental, you will forfeit your \$125.00 security/cleaning deposit, and Munster Parks and Recreation will assess a \$50.00 per hour fee for the time needed to clean the park. If the party chooses Kaske House access (Heritage Park), an additional \$100 fee will be added to the rental fee. No one is allowed access upstairs (roped-off).**

On the following pages, you will find important rental information. Please read through the information carefully.

Thank you for allowing Munster Parks and Recreation the opportunity to be of service to you. If you have any questions or concerns, please do not hesitate to call Munster Parks and Recreation at (219) 836-7275.

## Outdoor Wedding Venue Rates

### Centennial Park Formal Gardens and Heritage Park Gazebo

	<u>Resident</u>	<u>Non-Resident</u>
Wedding Package*	\$300	\$350
Hourly Rate	\$ 50	\$ 75

Wedding package includes: Two (2) hour wedding, one (1) hour rehearsal, 50 white chairs set up in rows the day of wedding, one (1) site supervisor on duty.

Centennial Park Formal Gardens offers a beautiful display of flowers, grasses, decorative rock and landscaped areas, surrounded by white fencing, a pergola and entrance arbor.

Heritage Park Gazebo offers seasonal plants on/near gazebo. *\*Kaske House access: **If the bride and the bridesmaids would like access to the Kaske House, there will be an additional fee of \$100 added to the rental.** Access is available on the main floor only. No access will be granted upstairs.*

Additional Chairs (51-100) \$3.00 each

*A 7% sales tax will be added to all rental fees. A \$10 fee will be charged for rescheduling.*

### Centennial Park Entertainment Stage

	<u>Resident</u>	<u>Non-Resident</u>
Wedding Package	\$500	\$750
Hourly Rate	\$200	\$300

Centennial Park Entertainment Stage offers a beautiful setting against Maynard Lake with bench seating and includes: Two (2) hour wedding, one (1) hour rehearsal, (1) site supervisor on duty. (A private restroom is available near the stage for the bride.

## How to Make Your Reservation

1. Reservations are taken at the Munster Town Hall Parks Department, 1005 Ridge Road, Munster. **ALL RESERVATIONS MUST BE MADE IN PERSON.**
2. The full cost of the rental plus a \$125 security/cleaning deposit is due at the time you reserve. Approximately one week after the rental, the security/cleaning deposit will be mailed back to the renter as long as the park area is clean, no damage has been done, and no police or staff member(s) had to be called to the site.

**WEDDING PACKAGE FEES ARE NON-REFUNDABLE.** The only exception is in the case of inclement weather. If inclement weather prevents your rental from being held, the rental fee and deposit will be refunded.

3. The time of your rental must include the time necessary for your group to set up and clean the facility. You will not be afforded any additional time at the beginning or end of the rental, unless this time has been paid for and reserved in advance.

## **General Information**

Rental facilities are also available at the Community Park Social Center or at picnic shelters located in Beech, Bluebird, Centennial, Cobblestones, Community, Frank Hammond, Grove, Stewart, Westlakes, or White Oak Parks.

Indoor facilities, in case of inclement weather, are not available. An alternate site must be arranged by the renter. An on-site supervisor will be included with this wedding package.

### **Centennial Park Formal Gardens and Entertainment Stage**

- Opened in 2007, this public park is an attractive location for outdoor play, exercise, biking, dog walking, picnicking, and more!
- There are two formal gardens which are included in the wedding package fee.
- There are indoor restrooms available near the shelters for the public.
- Electric is available. We do not supply any equipment.
- Parking is nearby in the north lot.
- There are 50 chairs available for the wedding package (formal gardens).

### **Heritage Park Gazebo**

- Built in 1999, this Victorian Gazebo (24') adds to the history and beauty of this 11-acre park.
- Heritage Park is also home to the Kaske House, listed on the National Register of Historical Places in the state of Indiana.
- The Gazebo and wooded surroundings provide a wonderful setting for weddings, family reunions, receptions and small parties.
- There are 4-5 picnic tables on site.
- This site offers a drop-off area with parking nearby.
- There are 50 chairs available for weddings.
- Electricity is available.
- A waiting area for the bride is available in the Kaske House for an additional fee.
- One portable restroom is available outside.

## **Rules and Regulations**

1. The rental time of the park includes both the set up time and cleaning time. No additional time is permitted on the day/night of the rental.
2. No services (chairs, electricity, supervision) are provided during rehearsals.
3. The rental fee is non-refundable. The only exception is in the case of inclement weather. If inclement weather prevents your rental from being held, the rental fee and deposit will be refunded.

5. A \$10 fee will be charged for rescheduling your event. Rescheduling fee does not apply to adding additional hours to your rental only to date/time changes.
6. The park curfew is dusk.
7. Picnic tables, garbage cans and other furnishings may be moved during the rental time, but **must** be returned to their original positions before leaving the park. **NO PARK DEPARTMENT PROPERTY SHALL BE REMOVED FROM THE PARK.**
8. The Kaske House will be made available by the site supervisor to the bridal party only. All other guests are not permitted to enter the house during the rental. Equipment and/or materials for the rental may not be stored in the Kaske House.
9. All decorations (streamers, balloons, signs, etc.) must be taken down and discarded.
10. Birdseed is recommended instead of rice.
11. All garbage must be placed in the garbage cans on site.
12. If the park is not properly cleaned after a rental, the renter or organization will forfeit the \$125.00 security/cleaning deposit, and Munster Parks and Recreation will assess a \$50.00 per hour fee for the time needed to clean.
13. The renter is responsible for the conduct of all persons in attendance at the park. The renter (contact person or organization) will be held financially responsible for any damage to the Gazebo, park facilities, or property of Munster Parks and Recreation as a result of the rental. This includes damage done by caterers, DJ services, bands, decorations, etc.
14. The renter assumes all risk, loss, damage or injury to persons or property. Munster Parks and Recreation is released from all claims for such loss, damage or injury sustained while using the park.
15. For weddings and larger events, Munster Parks and Recreation will provide a site supervisor. The site supervisor will set up and take down chairs, make the Kaske House available for the bridal party, give access to electricity on the gazebo, and provide any needed assistance throughout the rental. **THE SITE SUPERVISOR IS NOT A CLEANING SERVICE.** Renters **must** assume the responsibility of cleaning the park area. However, the site supervisor is expected to assist the renter, if necessary, in cleaning and will review the checklist of items to be completed before the renter leaves.
16. Alcohol and fireworks are not allowed in the park.
17. No grilling or open fire is allowed in any park.
18. Smoking is prohibited in the park and within fifteen (15) feet of the house, gazebo, gardens, stage and public.

## **Special Equipment and Insurance**

You may bring in special equipment (i.e. moonwalks, climbing walls) if no potential damage to the Gazebo and park area can occur and the equipment is not a fire hazard. If you would like to bring in special equipment to the rental, you must first receive approval from the Munster Parks and Recreation Superintendent of Recreation. In addition, the renter must provide a special rider insurance certificate with a minimum limit of \$1,000,000, naming the Town of Munster as an additional insured. This certificate must be submitted to the Superintendent of Recreation prior to the rental date.

For more information, please call (219) 836-PARK.

## **Thorguard Lightning Prediction System**

The *Thorguard Lightning Prediction System* was installed in the parks to warn patrons of the dangers of lightning. When the 15-second **warning horn** sounds you should:

1. Clear the park immediately or seek proper shelter.
2. Do not return to the park or move out of shelter until **3 short horn blasts** sound. This is the **all clear** sound.
3. If the **all clear** sound does not sound after 30 minutes, dangerous weather is still in the area and the activity should be canceled.

Stop and seek shelter anytime you believe lightning threatens you, even if a signal has not been sounded.

## **Security/Cleaning Deposit Forfeiture**

**You will forfeit your deposit if:**

1. You arrive at the park prior to the scheduled time. This includes dropping off supplies, materials, and catering prior to the scheduled time. As a general rule, no renter is to enter the park until the site supervisor arrives and secures the area.
2. The **site supervisor performs the majority or all of the cleaning.**
3. **Damage** is done to the park, or any park facility.
4. The park area is **not properly cleaned** and returned to its pre-rental condition.
5. Police or parks department staff are called out to the rental due to unruly behavior of renters and their guests.
6. If there is evidence that **alcohol, grilling, open flames, or fireworks** were present in the park. Renters are responsible for informing their guests of the rules and regulations in the park.
7. The rental time exceeds the scheduled time.

**Wedding Venue  
Rental Cleaning Checklist**

Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Renter: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Please check the following when completed:

- ☐ Chairs stored away (site supervisor)
- ☐ Garbage picked up and park area cleaned
- ☐ Restroom is cleaned
- ☐ Gazebo cleaned and electrical box locked
- ☐ The Kaske House secured

*I acknowledge that the aforementioned duties were completed by the rental group and the site supervisor.*

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Site Supervisor

Security/Cleaning Deposit to be returned?      Yes \_\_\_\_\_ No \_\_\_\_\_

**SITE SUPERVISOR COMMENTS:**

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## Frequently Asked Questions

1. **May I enter the park area earlier than the time I have it rented?** *No. You are not permitted to enter the park area until your scheduled start time. If you do enter the park area early, you will automatically forfeit the security/cleaning deposit and be charged a minimum of one (1) hour additional time.*
2. **May I set up the park area any way I want?** *As a general rule, the park area can be set up in any way the renter would like, as long as it is returned to the way it was when the group arrived. Decorations are allowed, as long as they do no damage, and are taken down at the end of the rental. DJ's and bands are allowed at rentals.*
3. **Will the chairs be set up for my rental?** *A site supervisor will be assigned to all weddings and larger events. 50 white chairs are available for weddings, and will be set up by the site supervisor prior to the group arriving (excludes stage).*
4. **Are alcoholic beverages or fireworks allowed?** *Alcoholic beverages and fireworks are not allowed at the park.*
5. **Can I add additional time to the rental after a reservation is made?** *Yes, but only if the time is available, and the site supervisor assigned to the rental is able to work the additional time. The park curfew is dusk.*
6. **Am I responsible for cleaning the park after the rental?** *Yes. Renters are to clean the park area after use. The site supervisor will also assist and go through a cleaning checklist with the group prior to leaving.*
7. **What if weather prevents the rental from occurring? Do I get a refund?**  
*Inclement weather is the only exception in which a refund will be made. If inclement weather prevents your rental from being held, the rental fee and deposit will be refunded or the rental can be rescheduled.*
8. **May we use the Kaske House (Heritage Park) prior to the ceremony?** *Yes. The bride and the bridesmaids may use the home for a staging area prior to the wedding for an additional fee of \$100. This allows you access to the main floor only. No other  
Individuals are allowed in the house during the rental.*
9. **When will my deposit be returned?** *One week after the event, the security deposit will be mailed back to the renter in the form of a check as long as the facility is clean and damage free and no staff members had to be called to the site.*
10. *Smoking is prohibited in the in the park and within fifteen (15) feet of the house, gazebo, gardens, stage and public spectators.*