



## Short-Term Lease Application



Portage Lakefront Pavilion - Spring 2009 -  
NPS Photo Collection

Portage Lakefront and Riverwalk was opened in October 2008. The redevelopment of the site, formerly used by a steel corporation as settling ponds for industrial byproduct and a sewage treatment facility, is a successful model of brownfield reclamation. The land, buildings, and facilities at the site are owned by the National Park Service and operated in partnership with the City of Portage.

A 3,500 square foot public pavilion includes restrooms, a seasonal snack bar and a glass walled classroom/meeting space. The pavilion has accessible restrooms and is a Gold LEED certified building. LEED stands for Leadership in Energy and Environmental Design and is a program of the U.S. Green Building Council. The public facilities were designed and developed to minimize their impact on the reclaimed landscape.

**Before you complete the application be sure to read this document in full as it contains important information, rules, regulations, and requirements pertaining to leasing the Portage Lakefront Classroom.**

**Applications are considered on a first-come, first-served basis. See Payments and Payment Schedule below for more information about payments and billing.**

**Address:** Portage Lakefront and Riverwalk Pavilion is located at 100 Riverwalk Drive, Portage, IN 46368.

**Submit completed application package to:** [INDU\\_Permits@nps.gov](mailto:INDU_Permits@nps.gov)

### Pricing Packages

Price	Number of Hours	Days of the week	Exclusions
\$200.00	Up to 4 hours	Monday through Thursday	Holidays
\$300.00	Full Day	Monday through Thursday	Holidays
\$300.00	Up to 4 hours	Friday through Sunday or Holiday	
\$400.00	Full day	Friday through Sunday or Holiday	

### Rental Hours

Summer Hours	From the Friday of Memorial Day weekend through Labor Day	9:00 am - 9:00 pm
Winter Hours	From the day after Labor Day through the Thursday before Memorial Day	9:00 am - 5:00 pm

**Times:** Times will be determined by the APPLICANT and the NPS based on the type of lease granted and availability. Portage Lakefront Pavilion closes at 5pm from day after Labor Day through the Thursday before Memorial Day. No event inside the pavilion can extend past 5pm without a Law Enforcement Ranger present. If



## Short-Term Lease Application

an extension past 5pm is desired, an additional cost to the APPLICANT of \$50.00/hr. at a minimum of 2 hours is due 30 days prior to the event.

**Payments and Payment Schedule:** A deposit fee of \$50.00 is due alongside the rental rate. The deposit fee is nonrefundable. If applicant cancels anytime the deposit fee is forfeited, however, if applicant continues the deposit is applied toward the total rental rate.

Fees are due no later than fourteen (14) days from when the e-bill was issued.

**Payments:** All payments will be made via [www.pay.gov](http://www.pay.gov), a secure payment portal. Payments can be made via Pay.gov using personal checking accounts, PayPal, credit cards, or other methods available on Pay.gov. An e-bill through pay.gov will be issued to the email address used on the application.

**Cancellations:** All cancellations must be made 14 days prior to the event date listed on the application. Any rent paid above the nonrefundable deposit amount will be refunded, via pay.gov, to the payment method used.

The National Park Service reserves the right to temporarily restrict or deny access to the location due to extreme weather conditions, emergency situations, park or facility closures, government shutdowns, or other circumstances as determined by the Superintendent's Office in the interest of public safety, resource protection, or operational necessity. Such restrictions or closures do not relieve the lessee of compliance with all applicable lease conditions. Refunds will be issued for the entire rental fee. The National Park Service is not responsible for other costs incurred by the lessee.

**Additional Rent:** NPS supervision is required for events that wish to exceed past closing time. Closing time is defined as any time outside the listed summer or winter hours.

An additional cost of \$50.00 per hour, with a minimum of 2 hours, is required for events that wish to exceed closing time. This cost must be paid via an e-bill with pay.gov at least 30 days prior to the event.

Unanticipated costs incurred as a result of the use and occupancy of the Premises shall be due and owing immediately upon conclusion of the event. Such costs are considered additional rent and may include, but are not limited to, emergency services, clean up, trash removal, the costs of remedying damages to park resources, and as otherwise identified in this document or the leasing document. For any unanticipated costs, an e-bill will be issued through [www.pay.gov](http://www.pay.gov).



## Short-Term Lease Application

**What Is Included and What Is Not?**

Included in the lease and NPS's Responsibility	Applicant's Responsibility
The area included is the Classroom, a room with glass on three sides located within the Portage Lakefront and Riverwalk Pavilion. The lease is only for the Classroom. It does not include the entrance hallway, exterior covered patio, concession area, restrooms, or any other area located outside of the four walls of the Classroom. The area does not include any exterior grounds, and there is no reserved parking included with the lease.	APPLICANT is responsible for removal of all equipment, personal objects, and trash collection at the termination of the lease.
Basic toilet paper and hand soap are provided in the shared restroom.	
10 rectangular tables which measure 70" x 30"	APPLICANT is responsible for putting away all tables used during the event in the provided cabinets along the wall.
50 padded chairs	
1 NEC Projector	If used, the APPLICANT must ensure the projector is set to HDMI 1 upon termination of the lease and the remote is secured in the wall-mounted lock box on the north-east wall.
1 NEC Projector Remote Control with batteries	
A routine cleaning of the room prior to the event.	Classroom must be lightly swept and cleaned, and the room left in a similar condition as when entered.
Cleaning supplies with broom, dustpan, and trash bags. Trash receptacles are available to use.	
Fire & Safety inspection conducted by NPS Fire Chief or Designee.	Onsite supervision may be required depending on the nature of the event to ensure safety, the cost of which may be considered an additional charge. Each event is different and will be evaluated on a case-by-case basis. Requirement for additional supervision will be determined by the NPS.
Any maintenance issues necessitating immediate attention to include plumping, electrical, or other concerns will be addressed by NPS Designee prior to or on day of event.	APPLICANT is responsible for any loss or damage to building or equipment including but not limited to chairs, tables, projector, remote, and another other electrical equipment, furnishings, or building apparatuses.

**Capacity:** The maximum number of people in the room depends on the setup/configuration:

Standing: 100 people

Chairs only: 75 people

Chairs and tables: 55 people

**Rules, Regulations, and Requirements:**

1. **Access:** The APPLICANT will be provided a code for the duration of the lease. The NPS is not responsible for granting access to vendors. The APPLICANT is responsible for scheduling deliveries and



## Short-Term Lease Application

granting access to vendors.

2. **Parking:** Use of the parking area adjacent to the Portage Lakefront Pavilion is permitted during the term of this Lease on a first come/first served basis. The APPLICANT and APPLICANT's guests shall comply with parking and traffic determinations made by NPS staff. The National Park Service cannot guarantee parking availability or access into the park during peak times, weather events, or other circumstances beyond the control of the park management. Your party may encounter difficulty entering or exiting the park.
3. **Entrance Fee:** Entrance fees apply to APPLICANT and all members of the APPLICANT's group. The park requires a valid entrance pass or receipt. The APPLICANT and the APPLICANT'S guests may utilize the 1–7-day National Park entry receipt, Indiana Dunes National Park Annual Pass, or any Federal Lands Recreation pass such as, but not limited to, the America the Beautiful Annual Pass, Senior Annual or Lifetime Passes, Veteran Lifetime Pass, Military Annual Pass, Every Kid Outdoors Pass, Access Pass, or Volunteer Pass. Contact the Indiana Dunes National Park Fee Office at 219-395-8138 to learn more about the America the Beautiful Pass Series or arrange payment of entry passes in advance. For more information about the park's entrance fee program visit: <https://www.nps.gov/indu/planyourvisit/fees.htm>.
4. **Set Up/Break Down:** APPLICANT is solely responsible for all set up and break down for use of area. Set up and break down required in connection with the event must take place within the time during which the Lease is in effect. NPS authorization is required in the event the Applicant requires additional time to set up or break down the event and may result in additional costs to the APPLICANT.
5. **Floor Plans:** Final floor plans of furniture and equipment, including, but not limited to, tables and chairs, podiums, and other equipment, are required and must be submitted prior to event to be reviewed and approved by NPS Structural Fire Coordinator. Floor plans are necessary to ensure there are no FIRE or SAFETY HAZARDS. Aisles must be clear and even walk-through flow is required at all times.
6. **Clean Up and Trash Removal:** Classroom must be lightly swept and cleaned, and the room left in a similar condition as when entered.
7. **Chairs and Tables:** The APPLICANT shall be responsible for the breakdown of the chairs and tables and restoring the room to an open space with the chairs and tables placed in the storage positions.
8. **Drop Cloths:** The APPLICANT must use drop cloths if using paint and they must cover any work area subject to spills including, but not limited to, the floor, tables, and chairs. Spills must be immediately wiped up using water and paper towels.
9. **Kitchen Facilities:** Kitchen facilities are not provided. No sink is provided.
10. **Caterers and Event Planners:** Caterers and event planners unfamiliar with the Premises may undertake a pre-event walkthrough of the Premises prior to the event with the applicant and an NPS



## Short-Term Lease Application

Representative subject to approval of, and at the convenience of, the NPS.

11. **Securing the Room:** The APPLICANT must ensure all doors and windows are securely locked at the expiration of this lease. Any damage resulting from an unsecured access point could result in additional charges.
12. **Prohibitions:** Alterations to the Premises are PROHIBITED. Decorations hung, nailed, or affixed in any manner to the walls, glass windows, fixtures, or light fixtures are PROHIBITED. No tape, glue, staples, nails, command strips, or tacks may be affixed to any glass windows, painted, finished or unfinished wood surfaces. Ladders are not available on the premises. Scattering of rice, bird seed, confetti, glitter, bubbles, plant matter, or other similar items are PROHIBITED indoors and outdoors. Outdoor use of balloons, glass, or any decorations hung or affixed to any tree, signs, or other park property is PROHIBITED. Additionally:
  - a. Flying lanterns, also known as sky lanterns, tea lamps, or any other flying objects, including drones, are PROHIBITED and are not permitted near or on the water.
  - b. Fireworks, including sparklers, are PROHIBITED anywhere on the park grounds.
  - c. The defacement of any building, facility, or roadway with paint, chalk, or any other marking media is PROHIBITED.
  - d. Temporary signage is PROHIBITED anywhere on park grounds outside of the assigned leased space, along walkways, or roadways, nor is it allowed to be attached to the side of the building or fence.
  - e. **Hazardous Material:** Hazardous Materials (which are toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, including asbestos, formaldehyde, or radon gas) are strictly PROHIBITED. Other hazardous materials such as gasoline, diesel fuel or other petroleum hydrocarbons must be used in accordance with applicable Regulation.
  - f. **Fire and Safety:** All Fire and safety rules and regulations must be followed. The use of fire, including candles and sparklers, are not permitted. Denatured jellied alcohol in cans, similar to Sterno, are allowed when used to warm chafing dishes in buffet foods or when serving fondue dishes.
  - g. **Smoking:** Smoking, including vaping, is PROHIBITED in any interior space. No smoking within 25 ft of doorways.
  - h. **Noise Level:** Sound, audio, or music is prohibited from being broadcast at a level exceeding 60 decibels beyond a distance of 50 feet from the perimeter of the leased premises at any time.
13. **Projector:** The APPLICANT may utilize the projector during the course of this lease. The APPLICANT must ensure the projector is set to HDMI 1 upon termination of the lease and the remote is secured in the wall-mounted lock box.
14. **Insurance:** The APPLICANT must obtain, and keep throughout the duration of the lease, single-event insurance in the amount of \$500,000 per incident and \$1,000,000 aggregate. All property and liability insurance must name the **United States of America, on behalf of the National Park Service**, as an



## Short-Term Lease Application

additional insured. Proof of Liquor Liability Insurance is required for any event in which alcohol is to be served or made available. Insurance must be submitted at the time of the application.

## Frequently Asked Questions

**1. How many tables and chairs are available?**

- a. There are 10 tables and enough chairs for 50 people.

**2. What size and shape are the tables?**

- a. The tables are rectangular and measure 70" by 30".

**3. Do you have a preferred caterer? Can you recommend one?**

- a. No, we do not have a preferred caterer, nor can we recommend any. There are many local caterers in the area.

**4. How will I get access to the space?**

- a. You will be provided an access code which will be valid for the duration of your lease. When the code expires, the doors entering the room will lock automatically.

**5. Do I need Liability Insurance?**

- a. Yes, Single Event Insurance is required to lease the Classroom. Please see the information above about insurance requirements or contact the Commercial Services Office for more details. We recommend starting with your own insurance agents (car, home, renters, etc.) and asking if they can provide single event liability insurance. Most major insurance companies can provide it, there are also online vendors. Please remember that the United States of America, on behalf of the National Park Service, *must* be listed as additional insured.

**6. Can I serve alcohol?**

- a. Yes. Beer and wine are allowed. If your caterer is providing and serving alcohol, they are required to have a valid liquor license. Liquor Liability Insurance must be added to the Single Event Insurance and provided to the Commercial Services Office.

**7. Does the Classroom have AC and/or heat?**

- a. Yes, the room has automatic heating controls.

**8. Is there WI-FI or internet access?**

- a. No, the classroom does not have WI-FI or internet access. Cell phone signals can be limited. It is recommended to download any presentation material prior to your event if you plan to display it on the projector.





## Short-Term Lease Application

<b>Please mark one option below:</b>			
	<b>Price</b>	<b>Number of Hours</b>	<b>Days of the week</b>
<b>A</b> <input type="checkbox"/>	\$200.00	Up to 4 hours	Monday through Thursday
<b>B</b> <input type="checkbox"/>	\$300.00	Full Day	Monday through Thursday
<b>C</b> <input type="checkbox"/>	\$300.00	Up to 4 hours	Friday through Sunday or Holiday
<b>D</b> <input type="checkbox"/>	\$400.00	Full day	Friday through Sunday or Holiday
<b>Enter Additional Rent hours:</b> _____	\$50.00 /hr	2 hours minimum	

**Applicant or Entity**

**Name(s):** *Must be the same as insurance certificate holder*

**Street Address:**

**City / State / Zip Code:**

**Telephone Number:**

**Mobile Number:**

**E-mail Address:**

**SSN, TIN, or EIN:**

**Purpose of Event:**

Are you planning on serving Alcohol? ☐ Yes ☐ No

**Event Date:**

**Event Setup Time:**

**Event Start Time:**

**Event End Time:**

**Event Breakdown Time:**

**Total Event Duration:**

**Number of Attendees:**

**Maximum Number of**

**Vehicles:**

**List of Support**

**Equipment:**

**List of Vendors (event planners, caterers, flowers, music, etc.)**

Contact			What service will	Delivery
Company Name:	Name:	Phone Number:	Vendor provide?	date/time?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Caterers and Event Planners:** Caterers and Event Planners may undertake a pre-event walkthrough of the Premises prior to the event with the applicant and an NPS Representative subject to approval of, and at the convenience of, the NPS.



## Short-Term Lease Application

Attach a rough floor plan sketch with your application as indicated in #5 of the Rules, Regulations, and Requirements section above. A floor plan should include positioning of tables, chairs, any DJ or musician equipment, dance floors, or other objects occupying floor space. Include estimated guests per seated table on the floor plan. Provide multiple pages of different set-ups, if necessary. Floor plans must include total occupancy.

The terms contained in this Application are informational. Use of the Classroom at Portage Lakefront and Riverwalk in connection with a proposed event will be finalized under the terms and conditions of the short-term LEASE between the applicant/s and NPS. Applicants are required to submit a non-refundable application fee in the amount of **\$50.00** which shall be applied towards rent due under the LEASE between the applicant and the NPS. The terms of the LEASE will govern the conditions agreed upon between the applicant/s and the NPS.

Please supply all information requested in this application in full. Incomplete applications will not be processed. Attach additional sheets, if necessary, to provide required information. You will be notified of the disposition of the application and the necessary steps to secure your event and short-term lease.

**Payment Information:** Upon receipt of a complete application, the Commercial Services Office will generate and send an electronic bill via pay.gov to the email address provided on the application for the non-refundable application fee. Pay.gov is the government's secure online payment portal. Pay.gov has the ability for applicants to pay via credit card, personal checking account, PayPal, and other methods. Once payment is processed, the room will be reserved and an additional electronic bill via pay.gov will be sent to the same email address for the remainder of the balance. The balance is due 14-days from when the e-bill was issued. Upon receipt of the remaining balance, a code will be issued for the duration of the event providing access to the Classroom.

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given and that the Applicant(s) has/have read the information contained in this packet addressing rules and regulations governing special events at the Portage Lakefront and Riverwalk Classroom unit of the Indiana Dunes National Park.

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Signature:** \_\_\_\_\_

Submit completed application to: [INDU\\_Permits@nps.gov](mailto:INDU_Permits@nps.gov)





## Short-Term Lease Application

**Privacy Act Statement**

**Authority:** The authority to collect information on the attached form is derived from 54 U.S.C. 100101.

**Purpose:** The purposes of the system are (1) to provide a park superintendent with information to approve or deny requests for the proposed lease activity; and (2) to assist park staff to manage the activity to ensure that the leased activity does not interfere with the enjoyment of the park by visitors and that the natural and cultural resources of the park are protected.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

**Disclosure:** Voluntary, however, failure to provide the requested information may impede individual from obtaining a short-term lease from the National Park Service.

**Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b):** Your Social Security Number (SSN) is needed to identify records unique to you. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service. Failure to disclose your SSN may prevent or delay the processing of your application. The authority for soliciting your SSN is 54 U.S.C. 103104. The information gathered through the use of the SSN will be used only as necessary for processing this application and collecting and reporting any delinquent financial obligations. Use of the social security number will be carried out in accordance with established regulations and published notices of system of records.

*This box to be completed by NPS*

Event Date: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Rental Rate: \$ \_\_\_\_\_

Application Deposit: \$ \_\_\_\_\_

Additional Deposit: \$ \_\_\_\_\_

Alcohol: \_\_\_\_\_