

**DELAWARE TOWNSHIP COMMUNITY CENTER
9094 E 131st Street Fishers, IN 46038
RESERVATION REQUEST/CONFIRMATION
2022**

DELAWARE TOWNSHIP
United we Serve

Today's Date: _____
 Group/Organization Name: _____
 Contact Person: _____
 Address: _____
 Phone: _____ 2nd Phone/Cell _____
 E-Mail Address: _____
 Description of Function: _____
 Name of Program as advertised, if applicable: _____
 Estimate Number of People Attending: _____ Will you be serving alcohol: _____

Function Date	Function Day	Rental Times	# of Rooms	Rental Fee
		until		
		until		
		until		
Catering Kitchen (\$100) Yes _____ No _____				

Township Use:

Reservation Approved by: _____ Total Rental Fees: _____

Payment Date	Amount	Check #	Receipt #	Balance Due

NOTES: _____

Deposit Amount:

\$300 \$500 Date Received: _____ Deposit Returned: _____

Key # Issued: _____ Date of Issue: _____ Key Returned: _____

**DELAWARE TOWNSHIP COMMUNITY CENTER
FACILITIES CONTRACT**

I agree personally and on behalf of the group/organization named below to be responsible for and hold harmless Delaware Township or its constituents for any loss, injury or accompanying expense of fee to any person or their property during the use of Township property.

I have received a copy of the Community Center Use Policy

I agree to pay the established fees as set out within the Facility Use Policies and any additional fees which may result from damage during use by the group/organization named below as identified in the Facility Use Policies.

I agree to accept responsibility for the access key(s) and to ensure that the facility is properly opened, closed and secured upon departure. I agree to return the key(s) to the Delaware Township Trustee's Office in a timely manner following the meeting/event designated below and to cooperate with the Township and its designated representatives.

I agree not to hold Delaware Township responsible for any lost or missing items that are left behind after our event.

Applicant's Signature: _____ Date: _____

Printed Name: _____

In order to make your event successful please make sure you have the following items to the Delaware Township Trustee's Office by the requested dates:

Second Payment of \$ _____ By _____

Deposit of \$ _____ By _____

Floor Plan/Layout and additional items requested by _____

Thank you for choosing the Delaware Township Community Center for your event. If you have any questions, please feel free to contact our office at 317-842-8595 or by E-mail at manya@delawaretownship.net. Our office hours are 9:00 am to 4:00 pm Monday through Friday.

Sincerely,



Deborah R. Driskell,
Township Trustee

Deposit Return

By signing below, I acknowledge that I the damage deposit has been returned to me (less any damage charges if applicable).

Signature: _____ Date: _____ Amount: _____

DELAWARE TOWNSHIP COMMUNITY CENTER USE POLICY

Delaware Township Trustee
Deborah R. Driskell
9094 E. 131st Street, Fishers, IN 46038
PHONE: 317.842.8595 FAX: 317.288.7620
Office Hours: 9:00 AM to 4:00 PM

The Delaware Township Community Center is located at 9094 E. 131st Street, directly behind the Government Center. The Community Center is a fully accessible facility with space suitable for your wedding reception, reunions, club or business meeting. The facility offers three different meeting rooms or an entire banquet room, as well as a large lobby which may be reserved for “pre-function” activities.

FACILITY USE

SCHEDULING

Reservations for the facility are scheduled with the Trustee’s office. Inquiring organizations should **authorize one individual to serve as the contact person for the group**. This person will be responsible for scheduling the reservation and coordinating details with the township, including any arrangements for the building access and instructions for facility use. **The contact person must be present at all times during the event and is responsible for assuring that the facility is left in its original condition.** Reservations will be confirmed in writing by the township upon receipt of any applicable fees or deposit and a completed Indemnification/Release form.

HOURS OF OPERATION

Hour of operation are 8:00am to 10:30pm Sunday-Thursday. 8:00am to 12:00am Friday and Saturday. Any exceptions must be approved by the Trustee.

AVAILABILITY

The Delaware Township Trustee’s office will attempt to accommodate each request; however, the Trustee reserves the right to restrict frequency of use and to schedule the facility based on the best use for the community. The Trustee also reserves the right to change, cancel, or revoke reservations at any time, provided the affected group is given as much advance notice of the change as possible.

CANCELLATIONS

This cancellation policy is necessary to provide for the best use of the Township Community Center. Late cancellations and “no-shows” prevent others from using the facility. Initial payment will be held for seven (7) days. If payment is made in cash, any refund will be issued by check. **Following, there will absolutely be no refunds.**

EXTENDED BOOKINGS

An “extended booking” describes routinely scheduled meetings (IE. Weekly, biweekly, monthly, etc.) that are booked for two or more months in succession. Extended bookings may not be permitted for groups with a history of cancellations.

PARKING

Please enter and exit using 131st street only. The Britton Road exit (at the west end of property) is for emergency use only. If your group anticipates more cars than parking spaces, arrangements must be made to provide shuttle service. **BRITTON DRIVE & 131st STREET MAY NOT BE USED FOR OVERFLOW PARKING!** Cars may be towed that are in violation. There are 169 parking spaces. Please

take this into consideration when booking the facility.

DAMAGE DEPOSITS

A refundable deposit will be required for the use of the facility and will be collected from the contact person at the time of confirmation. The deposit will be returned within 10 days if all policies for the use of the facility are maintained. The deposit may be retained if damages occur or if excessive cleaning is necessitated. A deposit of \$300 cash is due at the time of key pick-up. If alcohol is served, a deposit of \$500 cash is required. Damages or cleaning costs that exceed the deposit fee will be the responsibility of the respective person/organization, as well as attorney fees should one be necessary for collection.

AMENITIES

Phones are provided for public use in the vestibule and kitchen. Local or calling card calls only. Wireless Internet is available. The kitchen is equipped with residential-grade appliances.

ALCOHOL POLICY

Please refer to our written policy for the use of alcohol during your function. The Trustee reserves the right to prohibit the use of alcohol for any given event as deemed necessary. All decisions concerning alcohol use at the Community Center will be made by the Trustee and all decisions will be final.

The Community Center user is responsible for all rules pertaining to alcohol EACH and EVERY time alcohol is served. For example, if the facility is reserved from Friday night to Saturday night and alcohol is served both evenings, permits, liability insurance, and a police officer must be secured for each evening.

PAYMENT

Payment is to be made as follows: 50% at the time of booking, 50% thirty (30) days in advance, damage deposit (in the form of cash) is due at key pick-up. Failure to make the final 50% payment at least thirty (30) days prior may result in the cancellation of your event.

RATES

		6 Hrs	8 Hrs	10 Hrs	ALL DAY
1 room		200	270	340	600
2 rooms		400	540	680	1000
3 rooms		600	810	1020	1500

STANDARD SET-UP

You must provide your set-up no later than one week prior to your event. Failure to meet this deadline will result in a standard set-up based on the number of guests on your contract.

CUSTOM SET-UP

Every effort will be made to accommodate requests for special set-up of your rented space. However, there will be circumstances that may prevent us from meeting your requests. You will be given a deadline for making such requests at the time of reservation.

We will accommodate requests for festival/theater seating ONLY if time and scheduling permits. There is a one dollar (\$1) per chair charge for this set-up.

PROBLEMS DURING YOUR SCHEDULED EVENT

The Delaware Township Community Center does **NOT** employ a full-time attendant; therefore, if you should encounter an emergency any time after office hours, please refer to the call list, located in the vestibule next to the phone. We will respond to emergencies as quickly as possible.

OBLIGATIONS OF USER

1. Clean up: All persons using the Township facilities are asked to keep the rooms in a neat and orderly condition and not to affix items to the walls. Food and beverages are allowed, but they must be disposed of properly. All groups doing craftwork must first cover tables. **Trash is to be emptied into the containers located outside the building on the West side of the Community Center.** Failure to satisfy this obligation may prohibit future use of the facilities and loss of your deposit.
2. **Children under the age of 18 must be accompanied by an adult in the Community Center at all times. Adults attending meetings must not leave children unattended.**
3. Key(s) must be returned in a timely manner following the meeting/event. Failure to return key after being notified by the Trustee's office, will result in a key replacement charge. (This includes lost keys).
4. Smoking is prohibited in the Community Center.
5. Building must be secured upon exit according to instructions on confirmation sheet. Please keep outer vestibule doors shut except during load in/out. **Failure to secure the building may prohibit future use of the facilities and loss of your deposit.**
6. Consideration must be given to neighbors and others using the facility. Be cautious that noise level is not disruptive to others. **It is the responsibility of the user to understand and comply with the Fishers noise ordinance. If the noise level exceeds ordinance levels the user is responsible for all fines and will forfeit the entire damage deposit.**
7. Decorations may not be applied to the walls. Balloons may be brought in the day of the function. Absolutely no use of glitter or confetti.
8. Only areas pre-arranged at reservation time are to be used by anyone in your group. The Lobby and hallways are NOT to be used for any activities unless arrangements are approved in advance.
9. ALL youth activities must be chaperoned by two adults over 21 years of age per 25 attendees – one of which must be a parent/guardian. Adults attending meetings must not leave children unattended.
10. The moveable walls may not be opened or closed by anyone other than a Delaware Township employee.
11. Group **MUST** exit the building no later than the time scheduled on your contract. The building is automatically armed and late departures may trigger the alarms and signal law enforcement of a problem.
12. Kitchen ranges are to be used for warming of food only. Actual cooking should be done elsewhere as the alarms in the kitchens are very sensitive.

Failure to satisfy these obligations may cause forfeiture of deposit and will prohibit future use of the facilities.

DELAWARE TOWNSHIP

United we Serve

ALCOHOL POLICY

The serving of alcohol is regulated by the Indiana Alcohol & Tobacco Commission. This policy is written using the information which can be found at www.in.gov/atc/2460.htm

Beer and wine are permitted to be carried in and served by the group, organization or individual renting the facility with certain requirements:

1. You are required to carry a host liquor liability insurance certificate in the amount of \$1 million, naming Delaware Township, Hamilton County as an additional insured, unless this is covered by your caterer. In either case, a copy of the certificate of insurance must be on file with the trustee's office prior to your event.
2. A temporary beer/wine permit is required in order to carry in and/or serve beer and wine and a copy must be filed with the trustee's office prior to your event. If you are using a licensed alcoholic beverage caterer who is providing and serving the beer/wine, a copy of their liquor permit is required.
3. The process for acquiring a liquor permit is cumbersome; therefore, we highly recommend the use of a licensed caterer should you choose to serve alcohol. Please be aware that the caterer must be providing the alcohol in order for you to use their permit in this process. Please refer to the "Process for Acquiring a Temporary Permit".

Alcohol (other than beer or wine) may be served ONLY by using a licensed alcoholic beverage caterer.

You must have individuals (at least 21 years of age) who are licensed servers and bartenders to serve at the temporary function. Please refer to www.in.gov/atc/2460.htm for information on Temporary Employee permits.

The Trustee reserves the right to prohibit the use of alcohol for any given event as deemed necessary. The details and costs will be explained at the time of reservation. All decisions concerning alcohol use at the Community Center will be made by the Trustee and all decisions will be final.

The Community Center user is responsible for all rules pertaining to alcohol EACH and EVERY time alcohol is served. For example, if the facility is reserved from Friday night to Saturday night and alcohol is served both evenings, liability insurance and a police officer must be secured for each evening.

The Township will arrange for a Fishers law enforcement officer to be on sight for events where alcohol is served. The cost for this service will be borne by the group, organization or individual renting the facility and must be paid directly to the attending officer. Pricing for the officer is subject to change in accordance with the department's policy.

PROCESS FOR ACQUIRING A TEMPORARY PERMIT

In order to receive a temporary permit, you must submit the following to the Indiana Alcohol & Tobacco Commission. (The complete process and contact persons can be found at www.in.gov/atc/2460.htm)

1. A completed application containing all required signatures (see below)
2. A floor plan submitted on an 8 ½ X 11” sheet of paper
3. The proper fee (\$50 per day paid by business check, money order, certified check or cashier’s check)
4. Required signatures (Obtain in the order listed)
 - a. The signature of the Local Law Enforcement who has jurisdiction over the location (Fishers Police)
 - b. The signature of the Excise Police Officer who has jurisdiction over the location (THIS SIGNATURE MUST BE OBTAINED LAST). The local Excise is located at 279 W 300 N, Crawfordsville, IN 47933 – Phone: 765.362.8815
5. THE COMPLETED APPLICATION MUST BE SUBMITTED TO THE LOCAL EXCISE OFFICE AT LEAST FIFTEEN (15) DAYS PRIOR TO THE EVENT. FAILURE TO DO SO MAY RESULT IN DENIAL OF THE APPLICATION.
6. Questions may be directed to Nicole Anderson at the ATC at 317.234.4315, or the ATC main office at 317.232.2430.

Damage Deposit Requirements

1. Do not put anything on the walls or ceilings.
2. Due to the proximity of our neighbors, excessive noise is not permitted and will result in the forfeiture of your entire damage deposit. Copies of the Fishers Noise Ordinance are available upon request.
3. Confine your group to the space you have paid for. Use of other rooms will result in charges for the additional space.
4. Make sure that your party and all possessions have exited the building at your contracted time. Alarms are programmed to be set at appointed times and setting them off will alert local law enforcement. All fines associated with alarm violation will be paid by the contracted party.
5. Remove all trash at the end of your event and put it in the dumpster.
6. Do not leave trash on the grounds or parking lot.
7. Make sure there is no debris left on the floors. Our facilities team will vacuum, but there should be nothing left on the floors that cannot be picked up by a vacuum.
8. Non-carpeted areas are mopped, we should be able to clean the floors with one mopping. Excessive food or drink spills need to be taken care of by the contacted party.
9. Do not stack the chairs or put them on the tables.
10. Do not collapse the tables or remove them from the room.
11. While some fingerprints are inevitable, guard against excessive fingerprints on the windows and doors.
12. Upon departure:
 - a. Secure all exterior doors
 - b. Turn off all lights (a few safety lights will remain on)
 - c. Damage deposit will be refunded upon return of key(s)

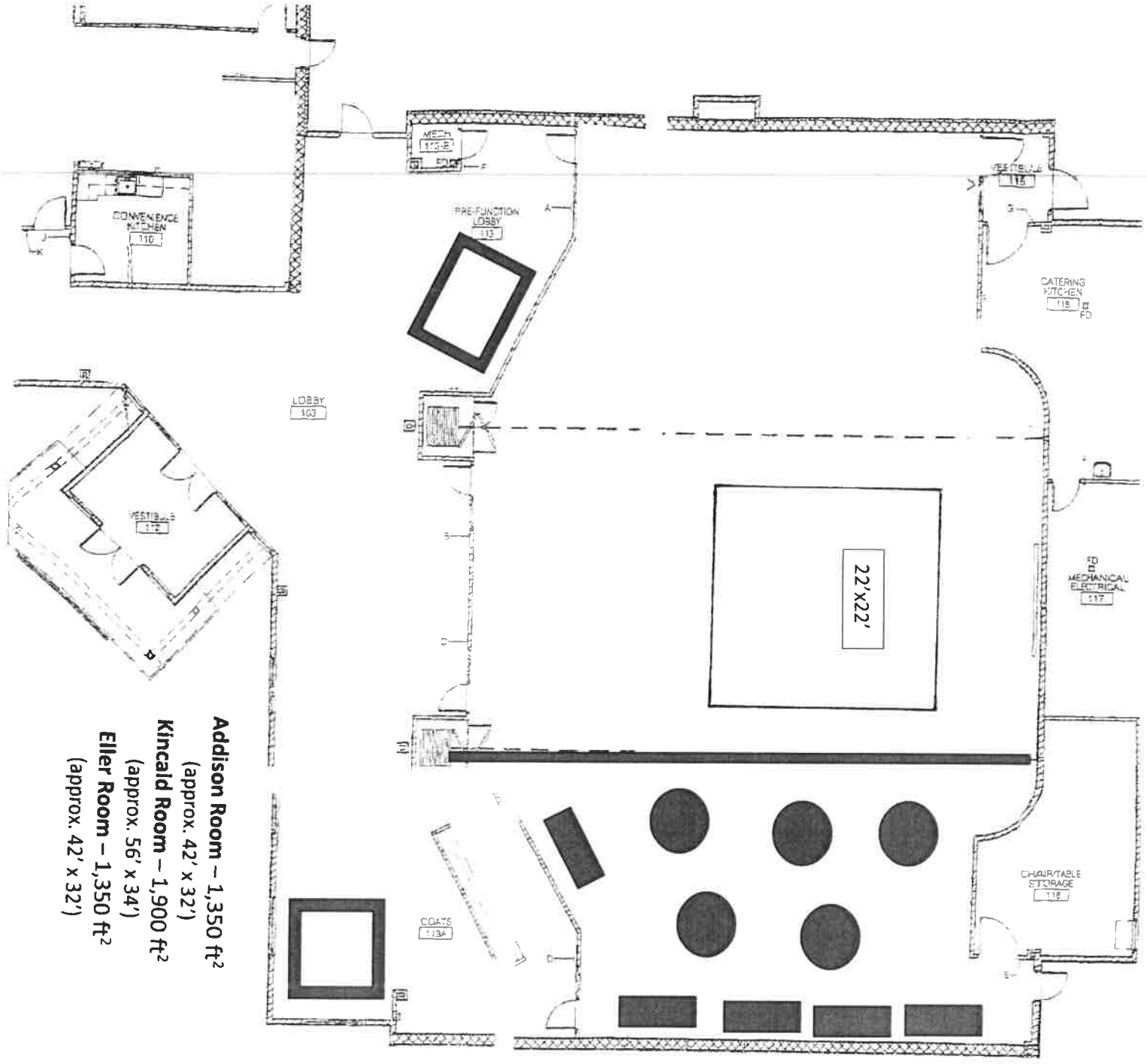
Damage Deposit Receipt

This receipt verifies that the Delaware Township Trustee's office has received a damage deposit for use of the Delaware Township Community Center.

DATE RECEIVED: _____ AMOUNT: _____

RECEIVED FROM: _____

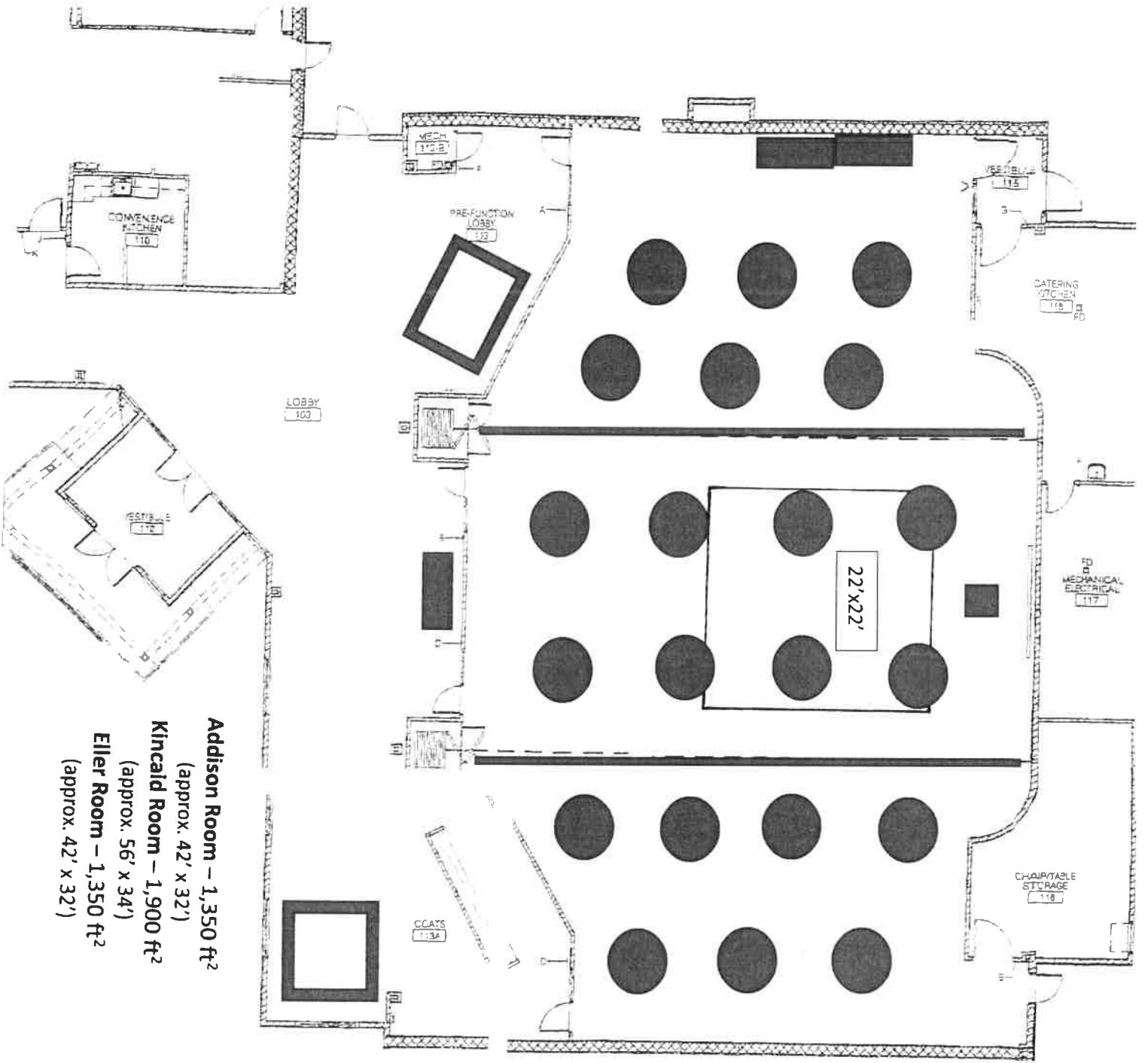
Debbie R. Driskell
Delaware Township Trustee



- Addison Room – 1,350 ft²**
(approx. 42' x 32')
- Kincaid Room – 1,900 ft²**
(approx. 56' x 34')
- Eller Room – 1,350 ft²**
(approx. 42' x 32')

Standard 50 guests
 1 Room
 5 Rounds at 10 per
 5 Rectangles





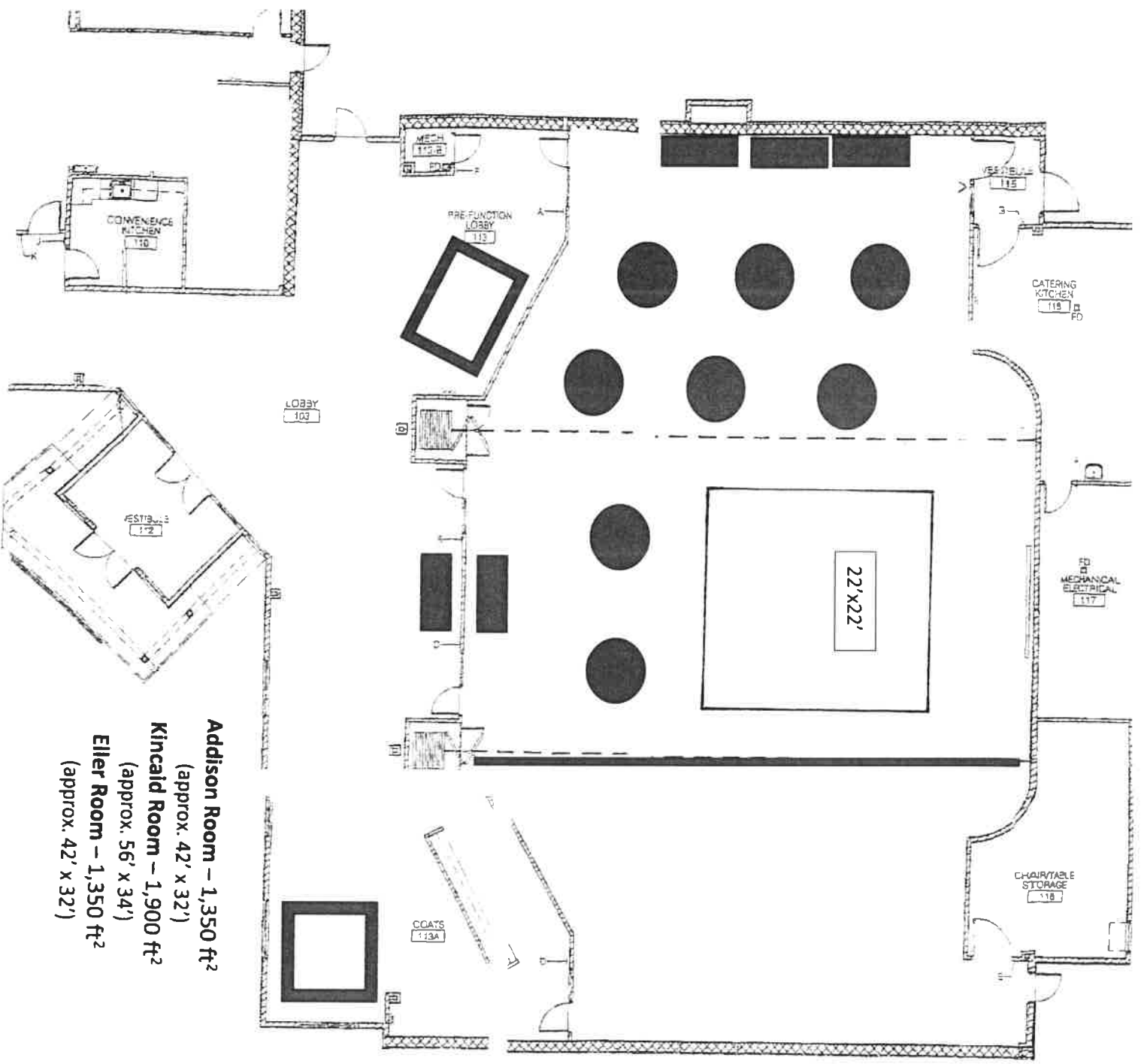
Addison Room – 1,350 ft²
 (approx. 42' x 32')

Kincaid Room – 1,900 ft²
 (approx. 56' x 34')

Eller Room – 1,350 ft²
 (approx. 42' x 32')

Single Room Set Up

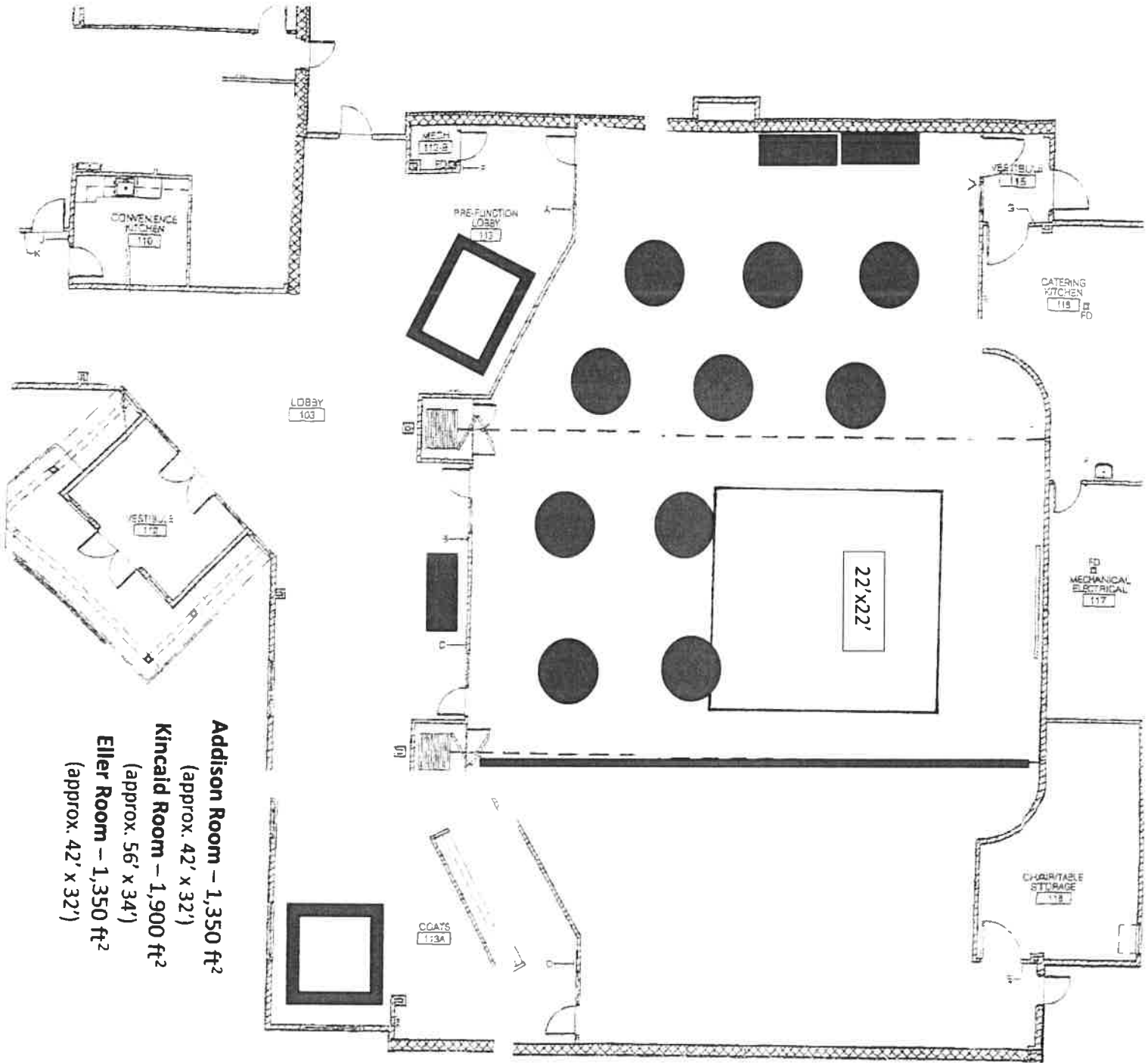
- 60 people
- 80 people
- 70 people



2 Rooms
 8 tables at 10 per
 80 people
 Dance floor open

Addison Room – 1,350 ft²
 (approx. 42' x 32')
Kincaid Room – 1,900 ft²
 (approx. 56' x 34')
Eller Room – 1,350 ft²
 (approx. 42' x 32')

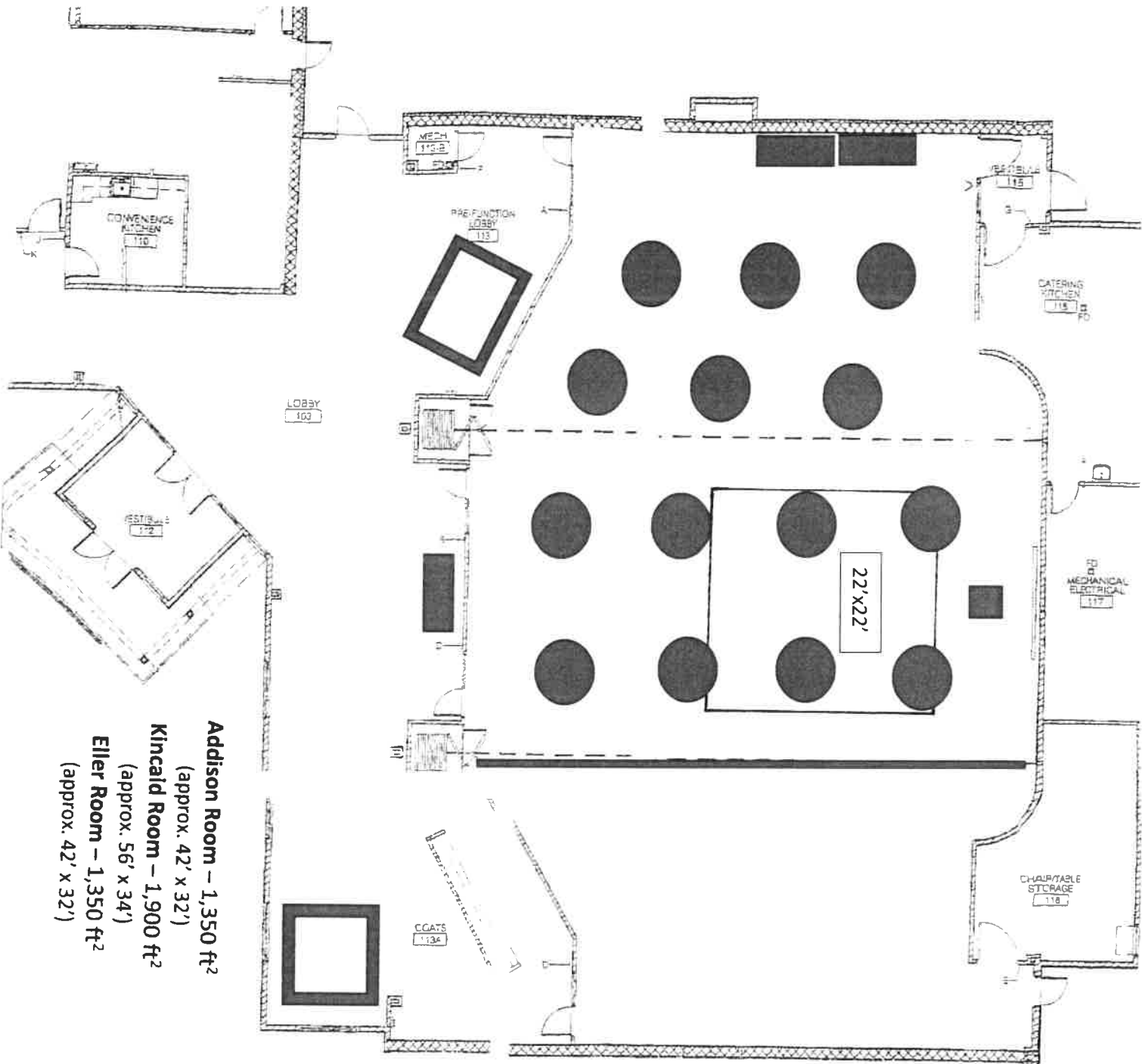
3



- Addison Room – 1,350 ft²**
(approx. 42' x 32')
- Kincaid Room – 1,900 ft²**
(approx. 56' x 34')
- Eller Room – 1,350 ft²**
(approx. 42' x 32')

2 Rooms
100 people

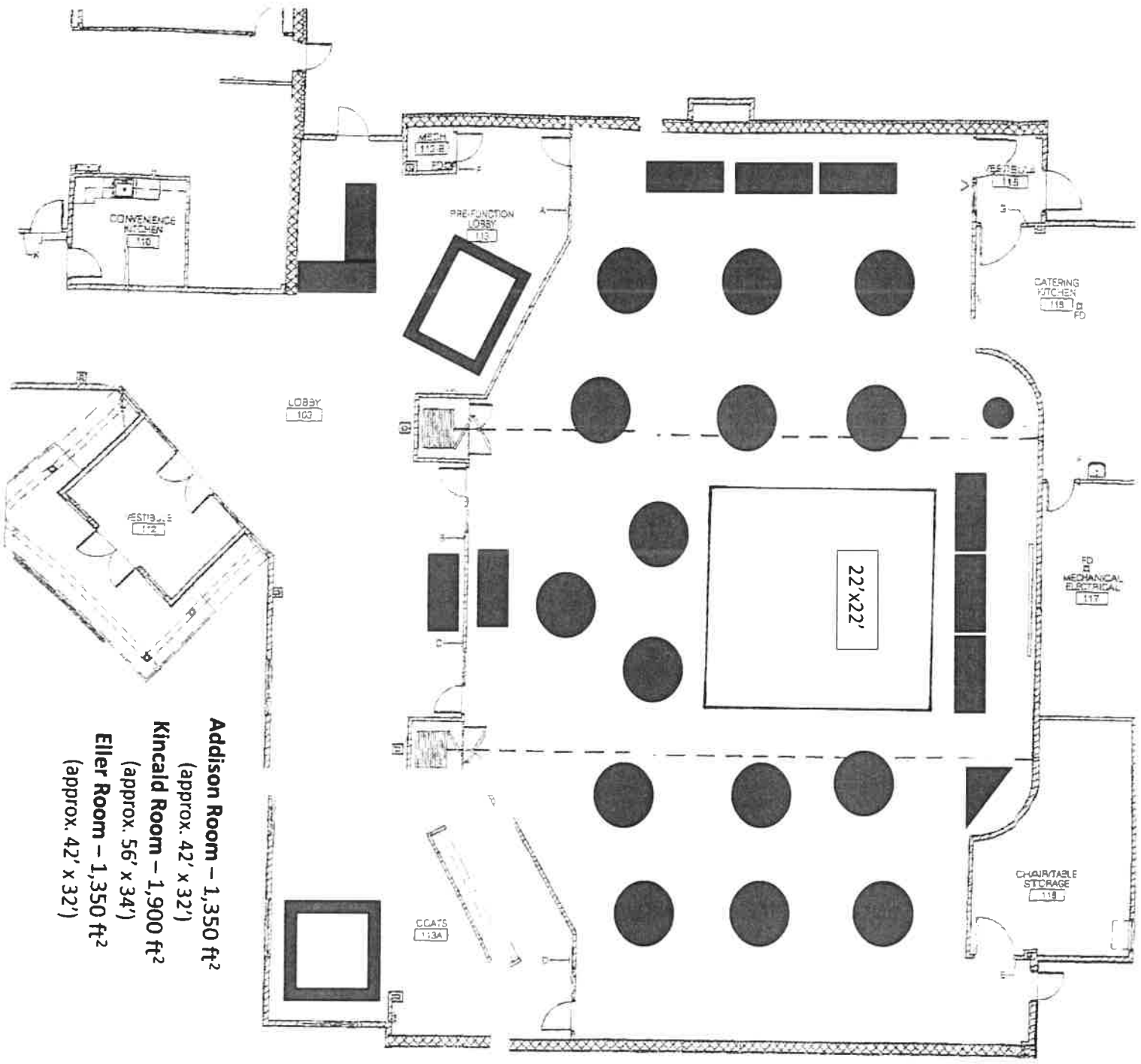
A



2 Rooms
140 people

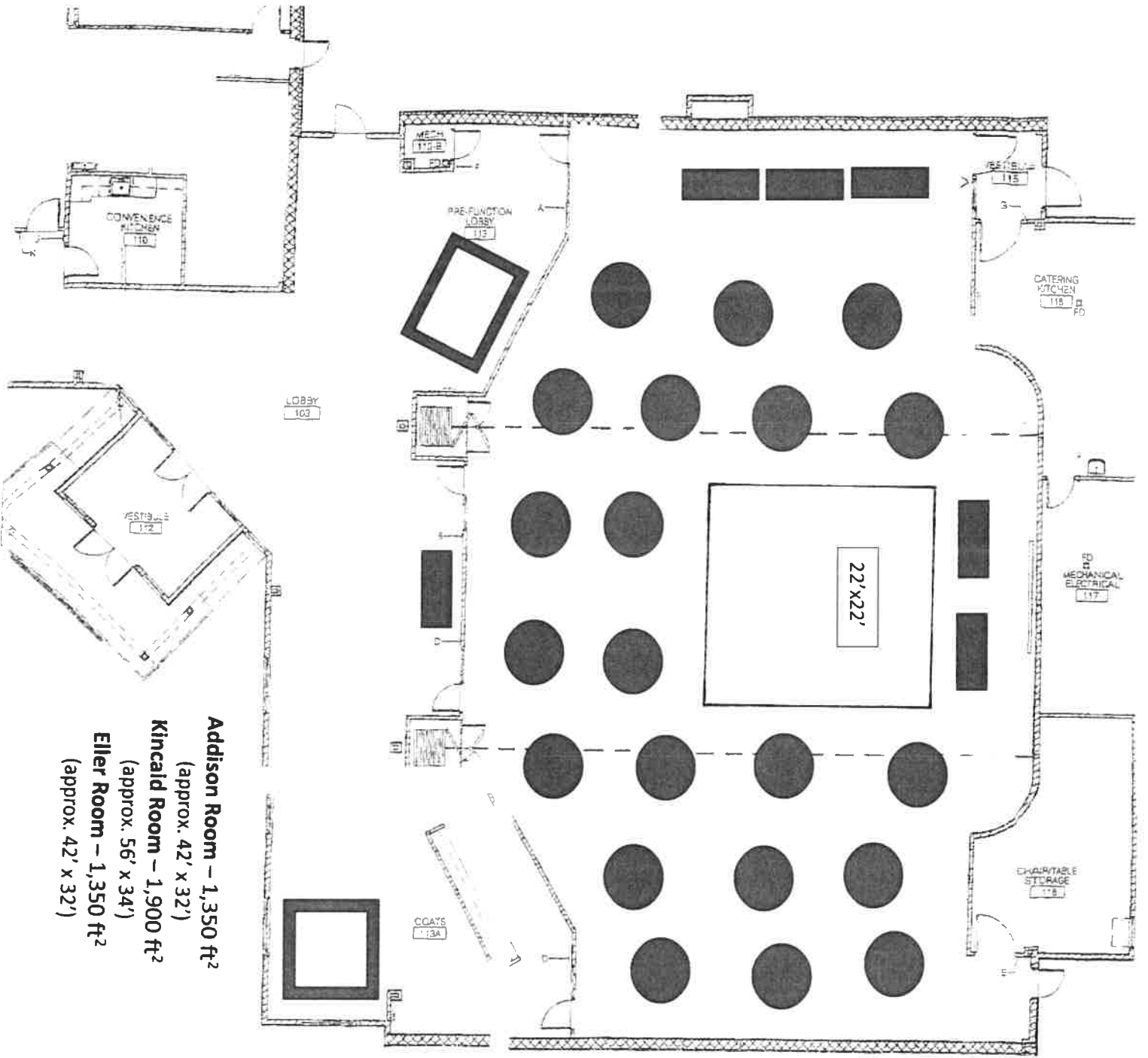
- Addison Room – 1,350 ft²**
(approx. 42' x 32')
- Kincaid Room – 1,900 ft²**
(approx. 56' x 34')
- Eller Room – 1,350 ft²**
(approx. 42' x 32')





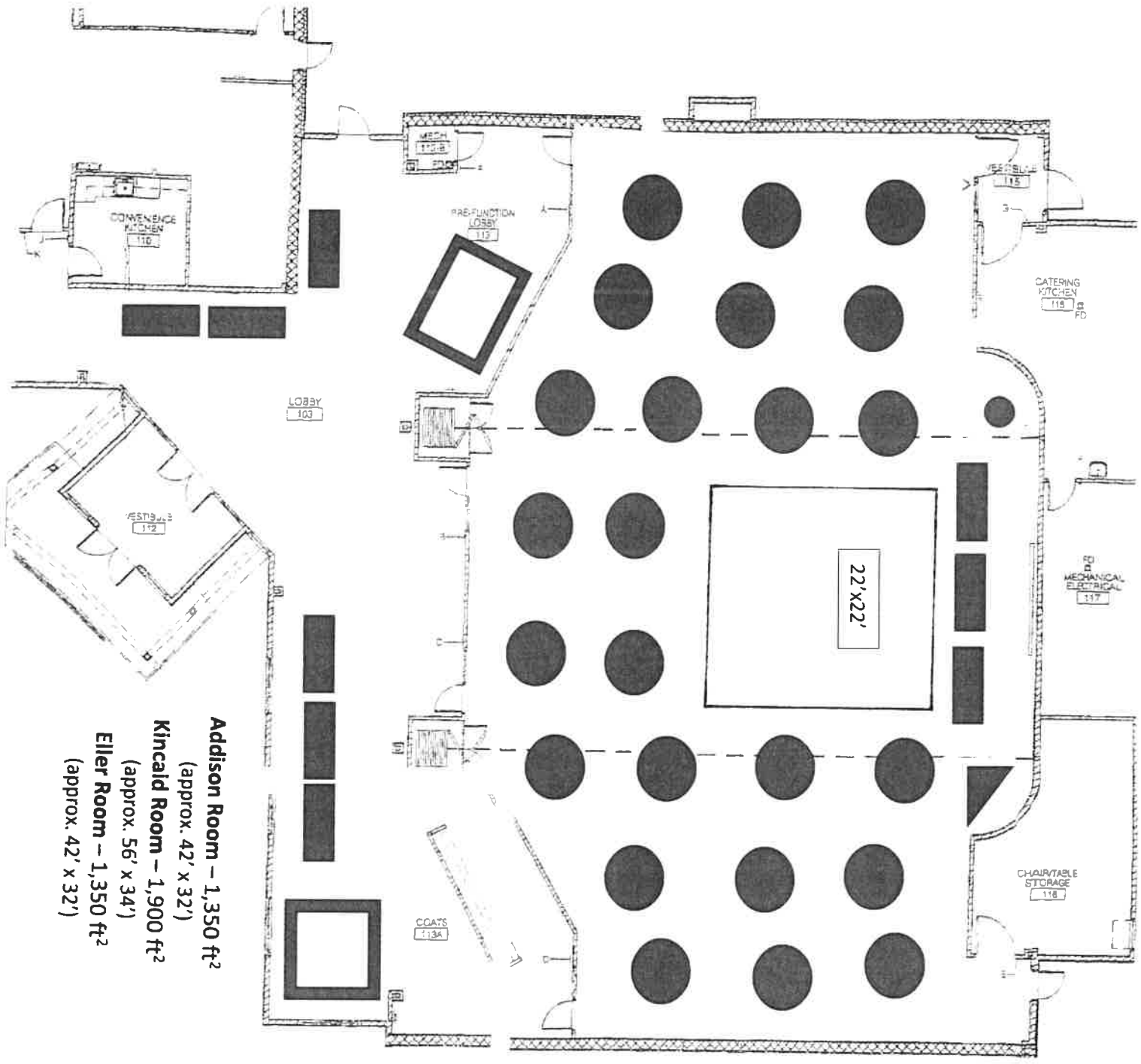
- Addison Room – 1,350 ft²**
(approx. 42' x 32')
- Kincaid Room – 1,900 ft²**
(approx. 56' x 34')
- Eller Room – 1,350 ft²**
(approx. 42' x 32')

Standard Set Up for 150 guests with dance floor open and head table.
Serving in the Ball Room with Bar in lobby



- Addison Room – 1,350 ft²**
(approx. 42' x 32')
- Kincaid Room – 1,900 ft²**
(approx. 56' x 34')
- Eller Room – 1,350 ft²**
(approx. 42' x 32')

Standard Set Up for 210 guests dance floor open
Serving tables in the ballroom



- Addison Room – 1,350 ft²**
(approx. 42' x 32')
- Kincaid Room – 1,900 ft²**
(approx. 56' x 34')
- Eller Room – 1,350 ft²**
(approx. 42' x 32')

Standard Set Up for 240 guests with dance floor open and head table.
Serving tables will have to be in the lobby

DELAWARE TOWNSHIP

United we Serve

Name: _____ Date of Event: _____

Time of Event: _____

Addison Kincaid Eller Lobby Catering Kitchen Bridal Room

Listed items are provided no charge as a courtesy:

(30 six foot round tables and 12 six foot rectangular tables)

*Please indicate amount below

_____ Black Easels (3)

_____ Brass Easels (3)

_____ Pedestals (2)

_____ Podiums (3)

_____ Microphones (3)

_____ Microphone Stands (3)

_____ Projector Carts (3)

_____ Lectern (1)

_____ Coffeemakers (2)

_____ Table Number Frames (30 small)

_____ Table Number Stands (30 tall)

_____ Mirrors (30)

_____ Punch Bowl/Ladle (1)

_____ 4 ft. Round Cake Table (2)

_____ Private Party Sign (1)

_____ Portable Room Dividers

_____ Dance Floor Open

Table Size

Tablecloth Size

6 ft.

60 x 102 inch
Rectangular

60 x 126 inch
Rectangular

60 x 132 inch
Rectangular

60 x 156 inch
Rectangular

Sides: 27" Drop
Front & Back:

72" L x 30" w x 30" H

15" Drop

15" Drop

Full Drape

Puddle



90 inch Round

108 inch Round

120 inch Round

132 inch Round

21" Drop

Full Drape

Puddle

Puddle

48" Round 30" Height



90 inch Round

108 inch Round

120 inch Round

132 inch Round

9" Drop

18" Drop

24" Drop

Full Drape

72" Round 30" Height

We are happy to offer free



No password required

RCA adapter needed to hook into our sound system



Microphone has an HAX XLR jack
Both can be used at the same time

Understanding the Fishers Noise Ordinance

(A) It shall be unlawful for any person, corporation, or entity to generate or produce noise that exceeds 115 decibels for more than two minutes per hour as measured at least ten feet from the property line of the property where such sound originates.

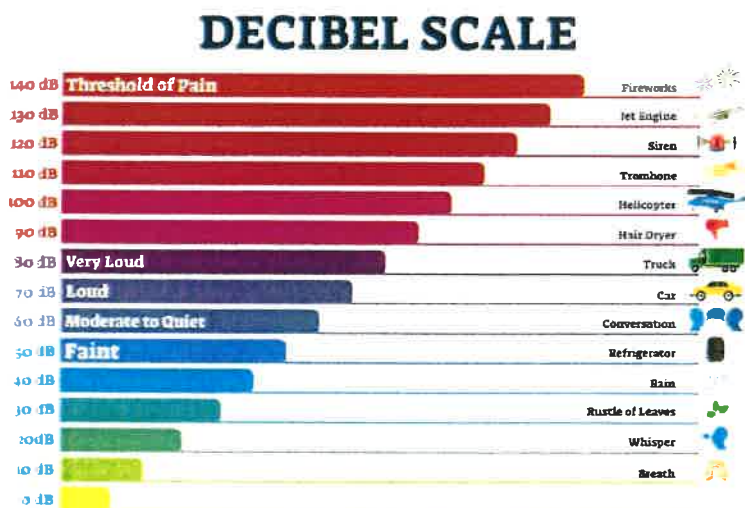
(B) It shall be unlawful for any person, corporation, or entity to play, use, or operate any device that exceeds the following limits: (1) During the hours of 5:00 p.m. to 11:00 p.m. on Friday and 1:00 p.m. to 11:00 p.m. on Saturday, 90 decibels as measured at least ten feet from the property line of where the device is located

Penalty

(A) Any person violating any provision of this chapter shall have committed a Class "C" infraction and shall be punished accordingly, with each violation being a separate and distinct violation and subject to being penalized accordingly. The schedule of fines payable through the Ordinance Violation Bureau shall provide for an increasing fine for subsequent offenses.

(B) Any person who violates the provisions of this section shall be guilty of an infraction, punishable by a fine of not more than:

- (1) First offense: Up to \$ 250;
- (2) Second offense: Up to \$ 500;
- (3) Third offense: Up to \$1,000;
- (4) Fourth and subsequent offenses: Up to \$2,500.



More information can be found at

<https://www.nonoise.org/lawlib/cities/ordinances/Fishers,%20Indiana.pdf>

DELAWARE TOWNSHIP

United we Serve

Lost and Found

If you or any of your guests happen to lose an item or leave it in our building, please call **317-842-8595** or drop by our office between 9 and 4 Monday through Friday.

All items found in our buildings or on our grounds are to be turned in to the Trustee's Office by the Township Staff. These items will be kept for 90 days after which they will be donated to a local charity.
