



# **Town of Griffith Parks and Recreation Pavilion Rental Guide**

Welcome to the Town of Griffith Parks rental guide. Three of Griffith's parks have pavilions available to be rented for your entertainment needs. Weddings, graduations, birthdays, reunions, events of any celebration will be a successful hit with the spacious pavilion and landscape of Griffith Parks. E-mail [parkrental@griffith.in.gov](mailto:parkrental@griffith.in.gov) or call Town Hall at 219-924-7500 to book your reservation.

Central Park, the jewel of central Griffith, has a spacious Pavilion located at the corner of Park and Broad Street. This venue includes a decorative rod iron border, picnic tables, numerous conveniently located electrical outlets and Wi-Fi. The park amenities included newly remodeled restrooms, elaborate playground, sand volleyball, and baseball fields (home of Griffith Youth Baseball). The landscaping and veteran memorial create a Norman Rockwell type feel to this spectacular location. Opportunities are limited to this location so plan ahead to secure this gem for your event. Friday night Market Festival, Broad Street Blues Festival, Oktoberfest and Park Full of Art are all held at this venue.

South Park, located on the Sothern tip of town at Avenue D and Griffith Boulevard has a beautiful pavilion and park with an abundance of seasoned trees to give a wilderness feel on one end and wide open space to roam on the other. The Pavilion includes, picnic tables and electricity for your convenience. Amenities adjacent to the Pavilion include remodeled restrooms, a new soft surface playground, horseshoe pit (BYO shoes), and newly repaved basketball court and parking lot. South Park is also home of Griffith Youth Soccer and has wide open space to accommodate any event needed.

Cheever Park, located at 699 N. Elmer, adjacent to Wadsworth Elementary School, has a pavilion complete with picnic tables, electricity and restrooms. The park has a softball field, playground and horseshoe pit, tennis courts and handball courts available for your group entertainment needs.

All Griffith Parks are monitored by the Griffith Police Department to ensure your safety and security. Enjoy and welcome to Griffith.

**The rental includes all amenities within the pavilion and space within 30 feet of the pavilion. Other Amenities such as playground, restrooms, basketball courts, sand volleyball, baseball fields are public areas to be used on a first come first serve basis. Baseball fields can be reserved for additional fees.**

**To set your date, please E-mail [parkrental@griffith.in.gov](mailto:parkrental@griffith.in.gov) or call Town Hall at 219-924-7500. Payment is to be made at the Clerk's office at Town Hall - 111 N. Broad St.**

#### **Security/Cleaning Deposit Forfeiture**

You will forfeit your deposit if:

1. Groups arrive at the shelter prior to the scheduled time. This includes dropping off supplies, materials, and catering prior to the scheduled time.
2. The shelter is not properly cleaned and returned to its pre-rental condition.
3. Damage is done to the shelter.
4. Police or parks department staff are called out to the rental due to unruly behavior of renters and their guests.
5. If there is evidence that alcohol or fireworks were present in the park without permit. Renters are responsible for informing their guests of the rental rules.
6. The rental time exceeds the scheduled time.
7. If waste from charcoal or gas grills is not removed from the park.
8. Evidence of glass containers.



## Frequently Asked Questions:

1. May groups enter the shelter earlier than the time they have it rented? No. Groups are not permitted to enter the shelter until their scheduled start time. Groups that do enter the shelter early will automatically forfeit the cleaning/security deposit and be charged a minimum of one (1) hour additional time. The hours of your rental must include the time necessary for your group to set up and clean the shelter.
2. May groups set up the shelter any way they want? As a general rule, the shelter can be set up in any way that the group would like, as long as it is returned to the way it was set up 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. Hammering or drilling into any park property is not permitted.
3. Are fireworks allowed? Fireworks are not allowed at any park.
4. What is the curfew for the parks? Central, South and Cheever parks close at 10pm. Other parks close at dusk.
5. Must groups clean the shelter after the rental? Yes. The renter is responsible for cleaning the pavilion to the conditions prior to the event.
6. What if weather prevents the rental from occurring? Do I get a refund? No. The rental can be rescheduled for any available time within the calendar year. Central Park Awnings are not part of the rental and are for special town events only at this time.
7. What number do I call in the event of a problem at the shelter? If there is a problem at the shelter, please call the 219-798-6334 if any issues are encountered. Any police matters should be directed to 911.
8. What if our group shows up to the shelter at the scheduled time and another group is using the shelter? It is recommended that groups bring a copy of the rental agreement to the shelter in the event this situation occurs. Calmly show the agreement to the person in charge. If problems persist, please the police (911) for assistance.
9. Are grills allowed? Charcoal or gas grills are allowed. Any waste from the grills, however, MUST be taken out of the park by the renter. The park receptacles are not to be used for this waste.
10. Is alcohol allowed in the park? Alcohol is not allowed on any park property without a permit from the Town Council. Alcohol (Beer and wine only) permits are available for special events organized by the town or approved non-profit organization. See Town ordinance Chapter 50 for Details.
11. Am I allowed to have special equipment (bounce house, moon walk, extra tent)? Groups may bring in special equipment (i.e. bounce house, climbing walls) if no potential damage to

the shelter and park area can occur and the equipment is not a fire hazard. If you would like to bring in special equipment, you must first receive approval from Griffith Parks and Recreation. Proof of rider insurance certificate may be required for special equipment.

12. Can I park vehicles at the pavilion? No. Vehicles can drive on designated paved path to drop off and pick up supplies. Renter and guests need to park in designated parking area.

13. Can I use the weather awnings on the Central Park Pavilion? No. At this time the awnings at Central Park Pavilion are for special town event use only.