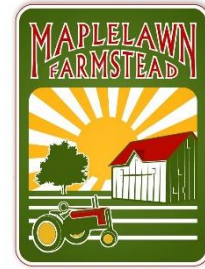


MAPLELAWN FARMSTEAD- APPLICATION FOR USE

**Maplelawn Farmstead Inc.
FACILITIES USE CHAIRPERSON
P.O. Box 355
9575 Whitestown Road
Zionsville, IN 46077**



The undersigned representing _____ (Name, Company, Club, and Organization) hereby makes application for the use of the Maplelawn Farmstead and fully understands and accept the attached "Site Use Guidelines and Rules".

Purpose of the Event: _____

Date: _____ **Time: From** _____ **To** _____ **Est. # of people** _____

I/we understand the individual(s) signing this application and the user group will be held responsible and is/are liable for all cost, damages and liability during the use of the site and confirm that I/we have read and understand the SITE USE GUIDELINES and will provide any requested documents in advance of the scheduled event.

- APPLICATION- Date reservation and emergency contact information**
- SITE USE GUIDELINES and RULES – Responsibly and Liabilities Confirmation** (review and sign)
- LIABILTY INSURANCE Documentation-** we request a copy and proof of liability insurance with Maplelawn Farmstead Inc. as an additional insured for our records.
- ALCOHOLIC BEVERAGES –** If Alcoholic beverages are to be served at the event, additional documentation, permits and insurance will be required for approval (review and sign the attachment)

Please return two copies to:

Maplelawn Farmstead Inc., c/o Facilities Chairperson, P.O. Box 355, Zionsville, IN 46077
The duplicate copy will be returned as confirmation of date requested.

Fees and Deposit: Enclose a security deposit of \$250 is required. Additional fees may apply, pending the event and user’s needs (see attached for the fee schedule).

Cancellation- A two week notice is required for full refund or risk forfeit of the deposit.

Applicant: _____ **Date** _____

Maplelawn Facilities Chairperson _____ **Date** _____

Signature(s) – User _____ **Date** _____

USER - EMERGENCY CONTACT INFORMATION

Name _____

Address _____

Work Phone _____ Cell Phone _____

Email _____ Driver’s License Identification _____

MAPLELAWN FARMSTEAD- SITE USE GUIDELINES & RULES

Revised 01/17/17

Thank you for interest in Maplelawn Farmstead, a National Historic Landmark. The purpose of this application is to reserve the date and provide the user with clear guidelines and user responsibilities. These are in place to help us maintain the property as a valuable asset for the community. The fees charged will help us preserve, restore and maintain the farmstead and its history.

Maplelawn is made available for public use under the following conditions and the users understand that a violation may be grounds for refusal to rent in the future.

- **Site Use**
 - Reservations- A reservation should be made in advance for all events. No organization will be allowed more than two regularly scheduled meetings per month.
 - Large Events- Notice is required for big event. A Town of Zionsville Special Event Application to the Director of Communications & Community Relations must be completed at least 60 days prior to the event.
 - Events are expected to be no more than one day. Storage of equipment in the facilities is not allowed.

- **Site Facilities Available**
 - **The Farmhouse** – Bathroom facilities are very limited and there will be a need to rent port-a-potties with hand washing station for any groups over 25 attendees.
 - **Barns** – The Maplelawn Barn, located in the center of the farmstead, has a covered patio on the south side for outdoor events.
 - **Other Barns and “Out buildings”**- are currently not fit for events, but can be available for touring.
 - **Electrical Services** - Electricity is on premise, with 110 volt all weather outlet on the main yard light pole. A generator may be needed to be provided by user pending equipment needs.
 - **Barn Yard and Fields**- Maplelawn covers 3.9 acres and several sections of the farmstead offer large areas for tents, games and events.
 - **Fire Pit** – is available for small confined and monitored fires, pending ZPD approval.
 - **Parking**
 - Parking is available in the west farm grass field, weather permitting. The fields can get soft and muddy and there are several low spots.
 - Mulberry Fields and the local Zionsville United Methodist Church may be available for parking. It is recommended that the user request permission from Zionsville Parks Board and/or Zionsville United Methodist Church respectively for large crowds.

- **Responsibility**
 - The user/organization acknowledges that they and their organization are responsible for all activities, the conduct of all persons in attendance.
 - The user is responsible for and assumes all risk of loss, damage or injury to any person & property.
 - The user is responsible to arrange for any off- site alternatives if the outdoor plans are impacted by very severe weather (lightening, tornado warnings/alerts, etc.)
 - Maplelawn Farmstead is SMOKE FREE and must be enforced.
 - Multiple fire extinguishers are available throughout the site, but the use of candles is not allowed in the farmhouse or barns.

- The user agrees to promptly clean and restore the site to the original condition after the event.
 - Only temporary decorations are allowed and must be removed after use. Nothing should be taped or posted on the walls (old plaster walls are delicate).
 - All tables and equipment should be returned to the original locations.
 - Please turn off all lights, except security lights.
 - All trash and residue should be removed after the event by the user.
 - If a Maplelawn needs to contract a janitor, cleaning service or trash removal service after the event to restore the premises to its original condition, the cost plus any related fees will be billed to the user/organization
- Please direct any questions or requests for exceptions to the Maplelawn Facilities Chairperson. All decisions by this committee are final!

- **Liability**
 - By signing this application, the user agrees to release Maplelawn Farmstead from all costs and claims for any loss, damage, or injury sustained while the user is using the facilities.
 - We request a copy and proof of liability insurance with Maplelawn Farmstead Inc. as an additional insured for our records.

- **Furnishing of Alcoholic Beverages at Maplelawn Farmstead.**
 - **General**
 - Alcoholic beverages are permitted at the Farmstead but user must be legally permitted and properly served.
 - In accordance with the Special Event Policy of the Town of Zionsville, Indiana, the applicant must submit a Town of Zionsville Special Event Application to the Director of Communications & Community Relations at least 60 days prior to the event.
 - For all such events, a concessionaire or caterer must be engaged to provide and serve the alcoholic beverages. Those attending the event may not be allowed to bring their own alcoholic beverages.
 - The caterer must comply with all local, state and federal laws, policies, rules, and/or regulations, including those established by the Town of Zionsville; Boone County, Indiana; and/or the State of Indiana. The caterer shall not furnish alcoholic beverages to any person who is intoxicated or to any person not permitted by law to purchase alcoholic beverages.
 - **Valid License and Insurance**
 - Caterers providing alcoholic beverages at Maplelawn Farmstead must provide proof of a valid License to serve alcoholic beverages and a certificate of liquor liability insurance with limits of \$1,000,000 per person or incident, and \$2,000,000 in the aggregate, with Maplelawn Farmstead, Inc. and the Town of Zionsville Department of Parks and Recreation named as additional insureds.
 - Note- Maplelawn Farmstead is required to retain a copy of the License and make it available to the Town of Zionsville and for public inspection upon request. Maplelawn Farmstead, the applicant and caterer shall also ensure that any permits required to

furnish alcoholic beverages are obtained and are valid when alcoholic beverages are furnished at Maplelawn Farmstead.

- **Policy, Procedures and Training**

- Caterer providing alcoholic beverages must provide proof to Maplelawn Farmstead so it can verify that caterer has appropriate policies and procedures in place to require all employees, agents and/or any other individuals responsible for furnishing alcoholic beverages upon the Leased Premises on caterer's behalf for each event have an appropriate permit and/or license to furnish alcohol by the State of Indiana and have received appropriate training in the responsible service of alcohol, such as TEAM, TIPS, or a similar program.
- Note- Maplelawn is expected to verify that caterer has appropriate policies and procedures and training in place and make it available to the Town of Zionsville and for public inspection upon request.

- **Authority**

- Maplelawn Farmstead Board of Directors has the final unchallenged right to deny use of the facilities to anyone without the necessity of explanation.
- The Maplelawn Farmstead Facilities Chair will be the sole judge of the condition of the buildings and Farmstead.

Signature(s) – User

Date

Check list for Alcohol Use Approval

- 1. Town Use Permit
- 2. Proof of Insurance for the applicant
- 3. Proof of Insurance for the caterer
- 4. Proof of valid License and permits
- 5. Confirmation statement that the caterer has policies, procedures and training in place for servers

Example Statement:

_____ verifies that it has in place policies and procedures ensuring that any and all of its agents or employees serving at the _____ Event and _____ DATE at Maplelawn Farmstead are i) permitted by the State of Indiana to serve alcoholic beverages and ii) trained in responsible service of alcoholic beverages.

_____ company have on file all the server's permit numbers and expiration dates as well as the certificate of completion of the Server Training Program from the ATC. This is required prior to the server's first day to work at _____.

We _____ (the company) also provide additional on-site training regarding how to politely but effectively deal with any person who appears to be intoxicated.

We _____ (the company) as owners and managers, hold server permits. _____ is licensed by the Indiana ATC to hold a class, train, test employees, and provide a certificate of completion on-site if the employee is unable to understand the online class or is unable to take the Server Training Program online due to any reason.