



Event Rental Agreement
Kopp's Lakes
521 Kopp Road, Clarksville, IN 47129
(812) 913-0439
www.Kopplakes.com

T Kopp Family Partnership LLC, dba Kopp's Lakes ("Kopp's Lakes") and ("Lessee"),

Lessee Name _____

Lessee Representative _____

Address _____

Phone _____

Email _____

Hereby agree to this Event Rental Agreement (the "Agreement") this ___ day of _____, 2017.

1. Deliveries

The Lessee must coordinate with and provide advance notice to the Kopp's Lakes' staff regarding deliveries and pickup schedules for items. Kopp's Lakes is not responsible for items ordered or for ensuring the safety of said items. All items associated with the event, with the exception of rentals, must be delivered the day of the event during the set up time and must be removed from the premises directly after the event, or by noon the following day. Arrangements for all pick-ups after the end of the event must be made in advance with the appropriate Kopp's Lakes staff member.

2. Alcohol

Only beer and wine may be served at your event, subject to Lessee purchasing a single event liability insurance policy naming T Kopp Family Partnership LLC / T&D Kopp Properties LLC as additional insured. The policy must be secured and delivered to Kopp's Lakes no later than ten (10) days prior to your event. Failure to provide said policy will result in the event being cancelled and no refund of the deposit will be issued. Beer and wine service is restricted to no longer than five hours for each event and must cease one half hour before the scheduled end of your event.

3. Cancellations

If the Lessee cancels the event with greater than one year notice, Kopp's Lakes will refund all deposits and fees. If the event is cancelled less than one year but greater than 6 months prior to the event date, Kopp's Lakes will refund ½ of the rental deposit, full damage deposit and fees. If the event is cancelled with less than six months notice but more than three months, Kopp's Lakes will refund an amount equal to ¼ of the rental fee, full damage deposit and fees. If the Lessee cancels with less than three months notice, they will forfeit the entire rental deposit but will receive a refund of the damage deposit and fees. Cancellation refunds are not negotiable.

4. Hours

Rental hours are 10 a.m. to 5 p.m., this includes setup and clean up. Deviation from these times may be negotiated at the discretion of Kopp's Lakes.

5. Music

Music is allowed, but must be kept at a level to not disrupt our neighbors. Kopp's Lakes reserves the right to request music volume to be turned down if it is disrupting the neighboring land owner.

6. Reservations/Fees/Deposits

Reservations depend upon a signed rental agreement. A tentative hold on a date for your event does not confirm your reservation. Tentative reservations will be held for seven days and then released, unless a rental agreement is signed and the deposit is paid.

The following payment schedule is required for confirmed reservations:

A 50% rental fee is due at booking in order to reserve a date. The remainder of the rental fee and any additional fees are due 10 days prior to the event. Your deposit and signed Event Policy document confirms your reservation. The event reservation is subject to cancellation if the balance of the rental fee and the liability insurance policy (if required) are not received 10 days prior to event.

7. Rentals

The Lessee must contract rentals independently. Rental tents can be staked, however, the exact location of staking must be approved by Kopp's Lakes to avoid damage to the drainage system and underground utility lines.

8. Kitchen Facilities

If Lessee chooses to serve food, Lessee is responsible for making all of the arrangements with their caterer. Kitchen facilities are available in the Shelter House for Lessee's use. Lessee must provide its own utensils, etc. Lessee will be responsible for any damage done to the kitchen facility during the time of their rental. A walk through of the facility will be performed with the Lessee to ensure the facilities are damage free prior to use. Additionally, a walk through will performed at the end of the rental to assure no damage was done.

9. Decorations

All decorations must be approved by Kopp's Lakes. All decorations must be removed from the event areas the same day of the event. All rental items associated with the event must be removed from the premises directly after the event, or by noon the following day. Arrangements for all pick-ups after the end of the event must be made in advance with the appropriate Kopp's Lakes staff member. Kopp's Lakes is not responsible for any items left after your event and does not have the capacity to store these items. Candle use is limited to votive candles or candles protected by a hurricane glass enclosure and set on a solid surface. Candles must not be suspended from trees, rafters or other objects or placed in restrooms. No other open flames are permitted in any building. No explosives or pyrotechnics are allowed on the grounds under any circumstances. Use of confetti and glitter is prohibited on Kopp's Lakes premises. Kopp's Lakes is not responsible for decorations of any kind left behind after the scheduled event clean-up time.

10. Pets

No pets are permitted on the grounds, with the exception of support animals. Your cooperation is greatly appreciated.

11. Parking

There is an additional charge of \$50 an hour if your event requires parking attendants. You are welcome to supply your own parking attendants, however, we must meet with them prior to the event to go over the parking diagram. **For events with over 150 attendees, parking attendants are required for the first three hours of your event.**

Kopp's Lakes encourages those who choose to drink alcohol, to do so responsibly. However, if a person is unfit to drive they are allowed to leave their vehicle on the grounds until the next Kopp's Lakes business day. Kopp's Lakes is not responsible for any vehicles left overnight. Cars which are left over two business days will be towed at owner's expense.

12. Indemnification

Lessee expressly assumes any and all risk in connection with holding their event at Kopp's Lakes, which risks may include accident, injury, or theft. Lessee assumes responsibility for the supervision of their attendees and voluntarily releases, forever discharges, and agrees to indemnify and hold harmless Kopp's Lakes owners, operators, employees, and volunteers from any and all claims, demands, or causes of actions in any way connected with participation in any activities at Kopp's Lakes or use of Kopp's Lakes facilities including any such claims which allege negligent acts or omissions of Kopp's Lakes, and Lessee waives its individual right to sue the owners, operators, employees or volunteers of Kopp's Lakes. Lessee assumes responsibility for its attendees and guests.

13. Insurance

If the Lessee serves beer and/or wine at their event at Kopp's Lakes, Lessee must provide **a certificate of liability insurance naming T Kopp Family Partnership LLC/T&D Kopp Properties LLC as an additional named insured** for the entire period of the event (at no extra cost to Kopp's Lakes) under its policy of public liability insurance. A minimum of \$1,000,000.00 per person \$2,000,000.00 per occurrence general liability coverage is required. The certificate must be provided to Kopp's Lakes at least 10 days prior to the event. Kopp's Lakes reserves the right to cancel any event or refuse admittance if proper paper work is not received 10 days prior to the event.

14. Protection of Buildings and Grounds

No clipping, cutting or picking foliage or flowers from Kopp's Lakes property is allowed at any time. Use of any Kopp's Lakes equipment or machinery is strictly prohibited. The Lessee is responsible for any damage to the buildings, grounds or landscaping caused by guests, invitees, licensees, permittees, employees, caterers, florists, decorators, photographers, musicians, security and parking personnel, or agents.

15. Clean Up

The buildings and grounds must be left in clean condition. All trash must be deposited in the trash cans provided, and all related rental equipment and supplies must be stacked ready for pick up.

16. Damages

The Lessee is liable for all damages, expenses and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the Lessee's use of the facility and all tangible property. Such costs will be assessed and charged to the Lessee. Additional cleanup fees will be assessed on an as needed basis and will be charged accordingly based on staff hours required for cleaning and repair. Circumstances surrounding any additional charges will be addressed in written form. Anything beyond normal wear and tear to the facility will be charged to the user. A walk through will be performed prior to and at the end of the event to assess the condition of the facilities. A damage deposit may be required, depending upon the type of event.

16. Discrimination

The Lessee must agree that it will not practice, advocate or permit discrimination or segregation based upon race, creed, color, sex, age, disability or national origin.

17. Rates

Private rental rates are as follows for a standard seven (7) hour rental (10 a.m. to 5 p.m.):

Day of Week	Rental Fee
Monday	\$800
Tuesday	\$800
Wednesday	\$800
Thursday	\$1,000
Friday	\$1,200
Saturday	\$1,600
Sunday	\$1,400

Additional Rental Hour Fee (priced per hour):

Day of Week	Per Additional Hour
Monday	\$115
Tuesday	\$115
Wednesday	\$115
Thursday	\$145
Friday	\$175
Saturday	\$230
Sunday	\$200

Parking Attendant Fee of \$150.00 is required for events with over 150 attendees if Lessee is not providing them.

18. Terms

Lessee agrees to pay Kopp's Lakes _____ (calculated based on Section 17) in conjunction with this rental agreement for exclusive use of Kopp's Lakes picnic grounds and two pay lakes on _____ (event date). Lessee agrees to abide by the terms of this Agreement and the rules provided on page 6 of this agreement. Additionally, Lessee agrees to have guests pick up a fishing permit upon entering Kopp's Lakes property that provides guests with a set of these rules and indemnification by Lessee's guests.

17. Payment

Rental Fee	\$ _____
Parking Attendants	\$ _____
Additional Rental Hours	\$ _____
Total	\$ _____
Deposit (1/2)	\$ _____

Final Payment of \$ _____ due on _____.

For credit card payments, we charge an additional 3.5% of the total transaction.

I have read, understand and agree to abide by this Agreement.

Lessee Printed Name (Company Representative)

Lessee Signature

Kopp's Lakes

Date

KOPP'S LAKES RULES

- Fishing in 13-acre & 3-acre lakes ONLY
- Two poles per person
- Must be 18 or older to fish without adult supervision
- 15 Catfish Limit and 15 of any other fish combined limit
- All fish 10 lbs. and up must netted and returned to the lake
- Bass over 15" must be returned to the lake
- All trash must be thrown into the receptacles provided
- No glass containers allowed
- No crossing of fish lines
- No cleaning, gutting, or filleting of fish allowed on these premises
- No catching bluegill & using for cut bait
- No live shad
- No snagging or use of treble hooks
- Fires must be contained in fire pits and wood MUST be purchased at Kopp's Lakes.
- Drunkenness, profanity, loud music, etc. is not tolerated and grounds for removal from the premises
- No Drugs
- No Pets (Service animals only)
- No Firearms
- **NO SWIMMING**