

**OGDEN DUNES GROUPS AND EMPLOYEES  
RESERVATION AND MAINTENANCE AGREEMENT ADDITIONS  
OGDEN DUNES COMMUNITY ROOM  
111 HILLCREST ROAD, OGDEN DUNES, INDIANA**

**The following are additional items to the Reservation and Maintenance Agreement for the Ogden Dunes Community Room which apply only to Ogden Dunes Groups as defined below:**

In this Agreement, the term "Ogden Dunes Groups" shall mean all official departments, boards, commissions and committees of the Town as well as the Women's Club, Home Association and Sandpiper Cooperative Preschool.

1. All Ogden Dunes Groups may use the Community Room free of rental charge with no refundable deposit required if they are using it for a meeting only with no food and/or non-alcoholic or alcoholic beverages. The group may be charged a deposit in the future should the room not be returned to its original state.
2. All Ogden Dunes groups that plan a meeting or gathering which involves drinks (alcoholic and non-alcoholic) and/or food not provided by an outside vendor (as defined below) must pay the refundable deposit but will not be charged the room rental fee.
3. All Ogden Dunes groups planning a gathering of any kind which will include alcoholic beverages must submit the proper permits and liability insurance coverage documents in accordance with the Community Room agreement to the Clerk-Treasurer's office no less than two weeks before the event.
4. All Ogden Dunes Groups using the Community Room for an event, gathering or function involving a business, service provider or vendor (collectively "Vendor") that is charging participants or the Ogden Dunes Group a fee for the Vendor's services will be required to pay the Town of Ogden Dunes a 20% fee on the gross revenue collected by the Vendor (or collected by the Ogden Dunes Group on the Vendor's behalf). The Vendor shall pay this fee by check made payable to the **Town of Ogden Dunes** within 7 days after the conclusion of the event or, for functions that recur on a monthly basis, the fee shall be paid by the end of each month. All functions using a Vendor will require a \$100 refundable deposit; however, the room rental fee will be waived in lieu of the percentage fee. The Ogden Dunes Group hosting or sponsoring the function will be responsible for verification of the revenue received by each Vendor. The Community Room Vendor Fee Form must be completed and submitted with the check payable to the **Town of Ogden Dunes**.

**The following pertains only to Ogden Dunes employees and Ogden Dunes Volunteer Firemen:**

Usage of the Community Room is free to paid employees of the Town of Ogden Dunes including volunteer firemen. Employees and firemen are only permitted free usage if the usage involves a function for their immediate family (spouse, children or self). The \$100.00 refundable deposit will be required. These types of functions may not include a business, service provider or vendor that is charging participants a fee or requesting a monetary donation.

By signing this document you agree to abide by all policies of the Town of Ogden Dunes Community Room as set forth in this document.

\_\_\_\_\_  
**PRINT RESPONSIBLE PARTY NAME**

\_\_\_\_\_  
**SIGNATURE OF RESPONSIBLE PARTY**

**DATE** \_\_\_\_\_