



MARQUETTE PARK REFUND/CANCELLATION POLICY

Non-Refundable Reservation Down-Payment

50% of the rental fee will be applied towards your rental. It is NOT-Refundable and Non-Transferable if the reservation is cancelled.

All cancellation request **MUST BE IN WRITING** and signed by the LESSEE whose signature appears on the Rental Agreement. In the event that a cancellation should occur, the City of Gary Department of Public Parks shall hold the Lessee responsible for the following over and above deposit:

- **1-30 DAYS** PRIOR TO EVENT, LESSEE IS RESPONSIBLE FOR ONE HUNDRED (100%) PERCENT OF THE BUILDING RENTAL FEE. EXCLUDING REFUNDABLE SECURITY DEPOSIT, paid to the Gary Department of Public Parks
- **31-90 DAYS** PRIOR TO THE EVENT, LESSEE IS RESPONSIBLE FOR SEVENTY-FIVE (75%) PERCENT OF THE BUILDING RENTAL FEE. EXCLUDING REFUNDABLE SECURITY DEPOSIT, paid to the Gary Department of Public Parks
- **91-180 DAYS** PRIOR TO THE EVENT, LESSEE IS RESPONSIBLE FOR FIFTY (50%) PERCENT OF THE BUILDING RENTAL FEE. EXCLUDING REFUNDABLE SECURITY DEPOSIT, paid to the Gary Department of Public Parks

Client has one (1) year from cancellation date to book another event without penalty

Lessee (Print) _____ DATE _____

Signature _____ ORDER # _____

