



The perfect place to gather!

Banquets Business & Club Meetings

Birthday Parties Anniversaries

Graduation & Wedding Receptions

Wedding & Baby Showers

EATON HALL

**61 N. Green Street
Brownsburg, Indiana 46112
317-852-1120**

Who Can Rent Eaton Hall?

Businesses Churches

Families Individuals

Organizations

ABOUT THE FACILITY

Room Dimensions: 50' x 40'

Maximum Capacity: 160

ADA Accessible Kitchen

16 8' Long Tables

120 Stackable Chairs

1 Podium

Dry Erase Board

Non-Smoking/No Alcohol Facility

Hours for Rent: 7:30 a.m. to 11 p.m.

Minimum Age to Rent: 21 years

Attendant on Premises: An attendant will provide direction, ensure rules are followed, and do pre/post-rental check for recommendation of deposit refund.

Signs: A sign permit is required prior to posting any signs on the facility exterior. Permits take up to 72 hours to process and only one sign will be permitted. For information call Development Services 317-852-1128.

Fundraising: Non-profit groups can use Eaton Hall for fundraising, but not for profit by private individuals or groups. A plan must be submitted at the time of reservation and approved prior to the event. A Certificate of Liability Insurance may be required. *No yard sales or garage sales allowed.*

EATON HALL RENTAL POLICY AND PROCEDURES

BROWNSBURG TOWN HALL
61 N. GREEN ST., BROWNSBURG, IN 46112
317-852-1120 www.brownsburg.org



Call us at 317-852-1120 to make your reservation. The Town can put a temporary three day hold on requested reservation date.

Reservations must be made in person at Town Hall on the 2nd floor. Reservations require the full rental fee, deposit, and signature on a contract.

SECURITY DEPOSIT AND RATES

Reservations must be made in person at Brownsburg Town Hall, 61 N. Green Street Monday through Friday between 7:30 a.m. and 4:30 p.m. **A \$250 security deposit is due at the time reservation is made.**

You will forfeit your deposit if:

1. Damage is done to Eaton Hall.
2. Police or Town staff are called to the rental due to unruly behavior.
3. Evidence of smoking or alcoholic beverages are found in the facility or Town property.
4. The rental exceeds the scheduled time.

Renters are responsible for informing their guests of the Eaton Hall rules. The facility must be returned to the same condition it was prior to the rental. The security deposit will be forfeited if a professional cleaning service is required. Otherwise, a \$30 per hour cleaning fee will be assessed for the time needed to return the facility it to its pre-rental condition.

- Lock windows and secure doors
- Sweep, vacuum, mop floors
- Wipe off tables and counters
- Clean stove top, oven, microwave (if used)
- Clean refrigerator (if used)
- Take down and dispose of all decorations
- Take out kitchen and restrooms garbage and replace liners
- Restock bathroom supplies if necessary
- Turn off all lights

The security deposit will be mailed back approximately 3 to 4 weeks after the rental, providing the facility is found to be in pre-rental condition.



TYPE OF RENTAL	FEE
Entire weekday rental (8 hours) *During normal business hours 7:30 a.m. – 5 p.m.	\$150
Half weekday rental (4 hours)	\$100
Any weekend rental day rate (10 hours max) *Longer rental is available for extra hourly rate	\$300
Resident	\$40/hour
Resident holiday rate (only if attendant is available)	\$60/hour
Non-resident	\$60/hour
Non-resident holiday rate (only if attendant is available)	\$80/hour
Town of Brownsburg employees	\$20/hour
Town of Brownsburg employees day rate (10 hours max)	\$100
Non-profit group/organization	\$20/hour

EATON HALL RENTAL RULES AND REGULATIONS

1. Reservations will be accepted on a first-come, first-served basis and must be made with the Town Manager's Office.
2. The Town Council of the Town of Brownsburg shall establish the fees, rules, and procedures for Eaton Hall and reserves the right to make amendments from time to time, as needed. This facility currently follows fee Ordinance #2015-06.
3. Each user of the facility shall have a designated individual who is responsible for completion of the scheduling and application process and who shall be responsible for Eaton Hall. The individual making the reservation must be the user of the premises.
4. The full cost of the rental due no later than 3 weeks prior to your rental. Your security deposit is due at the time you reserve the facility and will be entered into our accounting system. Reservations must be made in person at Town Hall, 61 North Green Street with the Town Manager's Office located on the 2nd floor.
5. Cancellations made ten (10) or more business days prior to the scheduled event, 100% of all fees received will be returned to the renter. In the event of a cancellation less than ten (10) business days prior to the scheduled event, 75% of the rental fees will be returned along with 100% of the Security Deposit and additional rental items, if any.
6. Renter shall be responsible for all actions and conduct of their guests using the facility during the term of the contract. Misconduct will result in forfeiture of all rights.
7. There shall be NO ALCOHOLIC BEVERAGES, TOBACCO OR DRUGS, or any illegal activities under any circumstances in Eaton Hall and/or on the property of the Town. Eaton Hall and the Town's property shall not be used in any manner that constitutes a violation of any ordinance, statute, regulation or order of any governmental authority, nor shall any user of the facility permit any nuisance to occur or exist on the property.
8. There will be no smoking allowed in the building and cigarettes shall not be discarded on the parking lot or on the property.
9. No renter or guest shall commit immoral, illegal, or disrespectful acts while on the premises.
10. Furnishings and appliances must not be removed from Eaton Hall.
11. All cooking must be done in the kitchen.
12. Balloons can be used for decoration but must be anchored with balloon weights on tables only.
13. Glitter, confetti, and fog machines are prohibited.
14. The Town reserves the right to approve all signs and decorations. No items shall be affixed to the walls, floors, or ceilings with nails, tacks, staples, tape, and/or any adhesive.
15. Candles with open flames are not allowed.
16. If an activity involves persons under the age of 21 (i.e., a teen concert or dance) at least two parental chaperones, approved in advance by the rental officer, must be present at all times and the Brownsburg Police Department must be notified of the event by the renter.
17. Renter shall confirm that all guests have left the building before renter leaves the building.



EATON HALL RENTAL RULES AND REGULATIONS CONTINUED

18. Eaton Hall can not be used for garage or yard sales.
19. own Council and/or the Town Manager may require the use of an approved security officer. The cost will be the responsibility of the renter/ organization on a per-hour/per-officer basis. The officer's fee is to be paid directly to the officer at the time of the rental.
20. The Town, its employees, agents, elected and appointed officials (the "Town") will not be held responsible for damage to or loss of articles or merchandise left on premises prior to, during or following a function. The Town reserves the right to inspect and control all private functions. The Town will not be held responsible for any damage to vehicles anywhere on its property. The User shall indemnify and hold harmless the Town from and against all damages, claims and liability, arising from or connected with the renter's event and/or use of the facility, including without limitation any damage or injury to person or property. The indemnification provided for shall include the Town's legal costs and attorney fees in connection with any such claim, action, or proceeding. The renter shall also release the Town from all liability for any accident, damage or injury caused to person or property on or about the Town's property.
21. Violation of these rules and regulations shall immediately revoke the rental and the renter will forfeit all rental fees and deposit.

FREQUENTLY ASKED QUESTIONS

May I enter the building earlier than the time I have it rented to set up? *Your rental time needs to include set up and clean up. The Eaton Hall Attendant will let you in at your designated rental time.*

May I decorate Eaton Hall? *Decorations are allowed, as long as they do not cause damage, and are taken down at the end of the rental. No items can be affixed to the walls, floors, or ceilings with nails, tacks, staples, tape and/or adhesives. Glitter, confetti, and fog machines are not allowed.*

Who sets up the tables and chairs? *The renter is responsible for set up and tear down. When making the reservation time must be allowed for this.*

Can I use a D.J.? *Yes. The best area for the D.J. to set up is on the south wall.*

Do you have sound equipment/microphone available to rent? *No. At this time we can not offer sound equipment. The renter is responsible for getting sound equipment and setting it up.*

Are alcoholic beverages or smoking allowed? *Alcoholic beverages are not allowed in/on town property. Smoking is not allowed inside. There is a designated area outside the back door off of the kitchen.*

Can I bring in my own food/catering? *Yes. There is a kitchen for food preparation and catering. The renter must bring their own kitchen tools, cookware, towels, detergents, etc as the cabinets are not stocked.*

Can I add additional time to the rental after a reservation is made? *Yes, but only if the time is available, and the Eaton Hall Attendant assigned to the rental is able to work the additional time. Eaton Hall curfew is 11 p.m. This must be done during business hours and not the day of the rental.*

Am I responsible for cleaning Eaton Hall after the rental? *Yes. Cleaning supplies and equipment are provided. The Eaton Hall Attendant will go through a cleaning checklist with the renter prior to leaving.*