

Please call Office at 325-8315 if you cannot attend! Thank you!!

AGENDA

LAPORTE COUNTY PARKS AND RECREATION BOARD

May 1, 2018

*At Red Mill County Park, Smith Hall
0185 S. Holmesville Rd, LaPorte, IN*

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF AGENDA**
- IV. APPROVAL OF MINUTES**
- V. FINANCIAL REPORTS**
- VI. SUPERINTENDENTS REPORTS**
 - A. Administrative Report**
 - B. Maintenance & Construction Report**
 - C. Program Report**
 - D. Park Counts**
- VII. REPORTS OF STANDING COMMITTEES**
 - A. Executive Committee** Brian – Ron
 - B. Budget Committee** Jim – Mary
 - C. Personnel Committee** Mary – Erin
 - Jeremy's evaluation complete
 - D. Property Committee** Kate – Jim
 - E. Planning Committee** Jon – Kate
 - F. Rules Committee** Erin – Amanda
 - 2019 fee structure proposal
- VII. OLD BUSINESS**
 - A. LWCF Progress**
 - B. Lincoln Trail Status at Bluhm**
 - C. Creek Ridge INDOT Project**
- VIII. NEW BUSINESS**
 - A. Sign for Floating Bridge**
 - B. Floating Trail Dedication/celebration**
 - C. Nipsco Grant application for native plant beds**
 - D. 2019 rental fee rates**

- X. PUBLIC COMMENT**
- XI. BOARD & STAFF COMMENTS**
- XII. ADJOURNMENT**

Next Meeting: June 5 , 2018– 5:00PM
Red Mill County Park
0185 S. Holmesville Rd., LaPorte, IN 46350

**LaPorte County Park Board Members: Kate Ardissono – Amanda Nebelung – Brian Root
Mary Foell – Ron Knickrehm – Erin Lozano-Jim Holifield**

LaPorte County Park Superintendent- Jeremy Sobecki - rangerjeremy@csinet.net

Liaison- Cary Kirkham of the LaPorte County Council

LaPorte County Parks Department Email addresses:

Administrative Offices – Char Kalk lparks@csinet.net

Luhr Park Nature Center – Niki Schmutte – natureniki@csinet.net, Laura Moyer rangerlaura@csinet.net

Maintenance Office — lparks@csinet.net

Maint. & Construction Supervisor - Bob Goethals - Boyd Lomow - Barbara Janeczko

**LaPorte County Park Board
March 6, 2018**

- I. **CALL TO ORDER**
 - Ron Knickrem call the meeting to order at 5:00 PM.
- II. **ROLL CALL**
 - Present: Kate Ardissono, Amanda Nebelung, Jim Holifield, Mary Foell, Ron Knickrehm, Brian Root. Absent: Erin Lozano
 - Guests: Paul Ardissono and Dan Foster (ALCO).
- III. **APPROVAL OF AGENDA**
 - Jeremy requested a change in the Agenda to reflect the change in Committee names from Jon to Amanda.
 - Jeremy requested to add to New Business Creek Ridge Department of Transportation discussion
 - Motion to approve the Agenda made by Jim Holifield and seconded by Mary Foell. The motion passed 6-0.
- IV. **APPROVAL OF MINUTES**
 - Kate Ardissono made a motion to approve the minutes from the March 6, 2018 meeting. The motion was seconded by Mary Foell. The motion passed 6-0.
- V. **FINANCIAL REPORTS**
 - Jeremy noted that there were two mistakes on the financial report. A typo was made on the Equipment line. That line should read \$100.00 (not \$4000.00). The Mileage line should have been deleted. Kate Ardissono made a motion to accept the Financial Reports with modifications and Jim seconded the motion. The motion passed 6-0 with modifications.
- VI. **SUPERINTENDENTS REPORTS**
 - Jeremy reported that a lot of snowplowing was done this winter.
 - Applications are being worked on for Land and Water.
- VII. **REPORTS OF STANDING COMMITTEES**
 - **Executive Committee** Brian – Ron
Met briefly regarding financials provided in the packets. They recommend instead of being a summary they would like a full report with line items. Jeremy stated that would be sent digitally sent to the packet members but that the actual reports at the meeting would be summary to save on paper.
 - **Budget Committee** Jim-Mary
 - **Personal Committee** Mary-Erin
Jeremy's evaluation should be ready for the next meeting.
 - **Property Committee** Kate-Jim
 - **Planning Committee** Amanda-Kate

- **Rules Committee Erin-Amanda**
Rental Fee project: Jeremy gathering data in order to update rental fees for 2019.

VIII. OLD BUSINESS

- **FLOATING TRAIL UPDATE:** Hopefully will begin next week but the project is dependent on the weather. Once started it could be completed in a week. Donation from Margaret Burger (who was an avid bird watcher) has made this project possible. A sign would be erected in her honor after working with the Foundation to create one.
- **LAND AND WATER CONSERVATION FUND:** Final applications are due by the end of the month. Pat Brown and Jeremy met with the Army Corp of Engineers. It was decided that the fields are wetlands. Therefore paved trails are not going to be possible. Instead, a floating boardwalk could work.
- **TRAIL CREEK GRANTS STATUS:** All work is done. Three bad floods have occurred since the work has been completed and Jeremy stated it doesn't look like much damage was done. The Trail Creek Water Shed Group was coming to look Thursday.
- **LINCOLN TRAIL STATUS AT BLUHM:** Jeremy stated that Mitch Bishop has confirmed that construction of the trail should be started this year.

X. NEW BUSINESS

- Department of transportation-covert project under I94 at Creek Ridge: The DOT wants a letter from us stating that we will comply with their request. Kate Ardissono stated she was concerned with it. A motion was made by Brian for Jeremy to draft a letter of concurrence and seconded by Jim. The motion passed 6-0.

XI. PUBLIC COMMENT – Paul Ardissono asked if DOT would buy the 1/20 th of an acre. Jeremy said yes, they would buy it from us.

XII. BOARD & STAFF COMMENTS - none

XIII. ADJOURNMENT

- Kate Ardissono made a motion to adjourn which was seconded by Amanda Nebelung. The motion passed 6-0. Meeting was adjourned at 5:20 PM.
 - Next meeting to be held May 1, 2018 - 5:00 PM
Red Mill County Park – Smith Hall
0185 S. Holmesville Rd., LaPorte IN 46360
-

LaPorte County Park Board members: Kate Ardissono, Amanda Nebelung, Brian Root, mary Foell,
Ron Knickerehm, Erin Lozano, Jim Holifield

LaPorte County Parks Superintendent – Jeremy Sobecki – rangerjeremy@csinet.net

Liaison – Cary Kirkham of the Laporte County Council

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rangerlaura@csinet.net

Maintenance Office – lcparcs@csinet.net

Maintenance & Construction Supervisor – Bob Goethals – Boyd Lomow – Barbara Janeczko

Administrative Report
(February 23-April 24, 2018)
May 1, 2018 Board Meeting

- ✓ Continued planning and paperwork for LWCF grant at Luhr county Park
- ✓ Attended Tour de LaPorte planning meeting at Healthcare Foundation of LaPorte
- ✓ Met with Nicole M. from LP County SWCD about converting flower beds over to native plants
- ✓ Applied for Nipsco grant to convert flower beds over to native plants at Red Mill and Bluhm
- ✓ Interviewed with Bob for seasonal Laborer positions
- ✓ Hosted Trail Creek Watershed Partnership volunteer group at Red Mill and took them for a tour of new bridge and Little Calumet Headwaters Nature Preserve
- ✓ Park Foundation Board Meeting
- ✓ Attended Accessibility training at NIRPC
- ✓ Replaced chairs 90 out of 120 chairs in Smith Hall due to many cracking seats
- ✓ Met with auditors office and county planner about CMAQ Lincoln Trail accounting issues
- ✓ Planted 100 trees at Creek Ridge in construction reclamation area near trail creek
- ✓ Meet with MC people to show them our dog park at Creek Ridge
- ✓ Mark dead trees over trail at Bluhm for contractors to get bids
- ✓ Travel to South Whitley to check out Green Flush Restrooms at the factory to decide if we think it would work for LWCF grant project
- ✓ Working with Rules Committee on 2019 pricing changes for May meeting
- ✓ Picked up one new truck replacement thanks to Commissioners and Council approval back in November!
- ✓ Looking into grant opportunities for parking lot water treatment at Creek Ridge, currently parking lot water is piped almost directly to washed out ravine into Trail Creek. Should be a good educational project and green infrastructure project

- ✓ Working on presentation for 2018 Conference on the Environment in Michigan City about Trail Creek bank stabilization project

Ground & Maintenance Report for

March 2018

All Parks

Regular Maintenance of Park Facilities

Complete inventory of equipment

Misc repairs made to equipment

Play ground inspections

Bluhm

Remove small trees from prairie

Grade parking area

Clean and organize shop

Luhr

Change brake pads on Dodge Caravan

Install new flooring in both bathrooms

LEGO walls complete and installed

Built activity set from 1" PVC

Creek Ridge

Maintain trails

General maintenance

Red Mill

EEC drain tile cleaned

Redirect trail on nature preserve side

Built approaches to new trail bridge on both sides

Misc small equipment repairs

Grade EEC parking area

Kubota L35 repair to front axle seals

Begin lower deck at EEC

**Ground & Maintenance Report for
April 2018**

All Parks

Hire seasonal help for all parks to start in May

General maintenance

Begin spring clean up from winter

Redmill

Repair round tables

Finish EEC Deck

Repair and service Kubota L35

Service seasonal equipment ready for use

Luhr

General Maintenance

Repairs to seasonal equipment

Oil changes and blade sharpening to mower

Creek Ridge

Service mowers ready for season

Begin deck rebuild at steel header walk by

Trail Creek

Blum

**Repair split rail fencing near Lincoln trail
head**

Repair split rail fencing behind shop

Repair and clean up of grounds from winter

Mark dead Ash trees for removal

Clear along Lincoln trail

Repairs to 2 benches on Lincoln trail

Service mowers ready for season

Program Report March 2018

- Continued to do park PR and update park kiosks.
- Continued to update the parks facebook and web pages.
- Continued to maintain the nature center displays. Includes cleaning all tanks, feeding animals, updating display boards, and cleaning bird feeders.
- Did several things to get ready for upcoming programs.
- Worked on the naturally speaking newsletter.
- Held two Daddy Daughter Dances at Red Mill. 179 participants
- Held Spa Day at Red Mill. 250 participants
- Did two Discovery Days programs at Luhr.
- Did two Nature Tiny Tots programs at Luhr.
- Held one Senior Lifestyles program at Luhr.
- Brain stormed new ideas for the nature center and upcoming programs at all the parks.
- Hosted the Envirothon at Red Mill. Set up and cleaned up after the event. 79 participants
- Planned spring and summer programs.
- Trained a new seasonal staff member.
- Ordered staff uniforms and worked to organize them.
- Did two school / group programs at Luhr.

Program Report April 2018

- Continued to do park PR and update park kiosks.
- Continued to update the parks facebook and web pages.
- Continued to maintain the nature center displays. Includes cleaning all tanks, feeding animals, updating display boards, and cleaning bird feeders.
- Did several things to get ready for upcoming programs.
- Worked on the naturally speaking newsletter. Printed and mailed it.
- Distributed program flyers to the LaPorte County Schools.
- Did one senior lifestyles program at Luhr.
- Did two discovery days program at Luhr.
- Did three nature tiny tots programs at Luhr.
- Held a family fishing night at Luhr.
- Did 6 school and group programs at Luhr.
- Attended a STEM celebration at Lake Hills School. Had a booth with activities for the participants.
- Worked on the parks display board for displaying at booths.
- Ordered summer program crafts and supplies.
- Worked on program flyers.

LAPORTE COUNTY PARKS ATTENDANCE TOTALS - 2018

<u>MONTH</u>	<u>LUHR</u>	<u>CREEK RIDGE</u>	<u>BLUHM</u>	<u>REDMILL</u>	<u>TOTALS</u>	<u>LAST YEAR</u>
January						
Vehicles	4,152	5,643	3,419	5,899	19,113	7,256
Visitors	8,025	7,055	3,210	7,375	25,665	19,768
February						
Vehicles	2,785	4,775	2,064	4,839	14,463	6,876
Visitors	3,482	5,970	2,969	6,050	18,471	18,175
March						
Vehicles	3814	4656	4134	2972	15,576	8,713
Visitors	4667	5820	5165	3715	19,367	22,802
April						
Vehicles						12,147
Visitors						31,378
May						
Vehicles						16,921
Visitors						42,305
June						
Vehicles						20,331
Visitors						52,263
July						
Vehicles						12,211
Visitors						31,680
August						
Vehicles						11,382
Visitors						28,000
September						
Vehicles						19,297
Visitors						25,098
October						
Vehicles						14,146
Visitors						18,252
November						
Vehicles						18,764
Visitors						24,198
December						
Vehicles						21,756
Visitors						27,104



INDIANA DEPARTMENT OF TRANSPORTATION
Driving Indiana's Economic Growth

100 North Senate Avenue
Room N642
Indianapolis, Indiana 46204

Eric Holcomb, Governor
Joe McGuinness, Commissioner

Notice to Owner

LaPorte County Parks and Recreation Board
185 South Holmesville Road
LaPorte, IN, 46350

April 10, 2018

Code/ Parcel: 6356-1
Project Description: Small Structure Pipe Lining
Road: I 94
County: LaPorte

Dear **LaPorte County Parks and Recreation Board**,

The purpose of this notice is to inform you that the Indiana Department of Transportation (INDOT) is evaluating a property that you own, located at: **Key#: 11-05-11-151-009**, as being affected by a nearby transportation improvement project.

If INDOT determines that some type of acquisition from your property is necessary to facilitate our project, then Public Law 91-646, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended ("Uniform Act"), will be applicable. Visit <http://www.in.gov/indot/3576.htm> and review the FHWA Acquisition Brochure. This brochure highlights the key elements of the process for federal-aid right-of-way acquisitions, including your rights as a property owner.

This notice is not a contractual offer or commitment to make some type of purchase from your property, and is not intended to establish eligibility for relocation assistance. The purpose of this letter is to notify you as the owner of the above property that INDOT is evaluating whether a nearby transportation improvement project will affect your property.

If INDOT concludes that this project will affect your property rights, a representative of INDOT, or its consultant, will contact you to explain the impact to your property and the corresponding valuation and/or acquisition process.

Respectfully,

Marci Stanley
317-232-5530

Potential Wording for New Bridge Sign

You are looking out over the headwaters of the Little Calumet River, which flows westerly 22 miles through northwest Indiana, and finally into Lake Michigan. The generosity of Margaret Buerger & donations from many individuals to the La Porte County Park Foundation have made this unique view a gift for future generations. Speak to the park office to join us in preserving nature's beauty for your family.

Bridge Celebration and Wetland Study

Red Mill County Park

North Side, Smith Hall

0185 S. Holmesville Rd. LaPorte, IN 46350



Saturday, June 23
10:00 am
All Ages Welcome

Join us to celebrate Coastal Awareness Month with a bridge dedication, wetland study, and light refreshments.



We will be using nets to explore what creatures are living in the water. What we find will help to indicate the quality of the water. This is a hands on activity for all ages.



Children must be accompanied by an adult.
No pre-registration required. Free Program
www.laportecountyparks.org 219-325-8315

2019 Rental Rate Proposal

Rules Committee

1. Raise weekend Smith Hall Rental price from \$250 to \$285 (\$304.95 with tax)
2. Raise Friday Smith Hall Price from \$150 to \$200 (\$214 with tax)
3. Raise Monday-Thursday Smith Hall Price from \$80 to \$150 (\$160.50 with tax)
4. Change off season reduced rental dates for Smith Hall from November 1-April 30 to December 1-March 31
5. Change off season Smith Hall rate from 50% to 30% and offer a 10% discount for Grove Shelter or EEC rental during the season
 - a. This would make off season prices
 - i. \$200 plus tax Saturday and Sunday (was \$150)
 - ii. \$140 plus tax Friday (was \$75)
 - iii. \$75 plus tax Monday-Thursday (was \$40)
6. Keep EEC rates what they are this year to try to boost occupancy rates after the improvements we have made

Raising Smith Hall rate to \$285 puts is right in line with Cummings Lodge (\$275) and still at least \$150 less than most other facilities in the county. Our facility can accommodate 32 more people than Cummings, has better access parking and is a much nicer facility.

Off season occupancy rates (Friday-Sunday)for Smith Hall was at 80% last year. Very similar to the occupancy rate for rest of season. It costs us more to rent it in the winter due to plowing, heating etc. Now that occupancy is up we need to stop giving such a deep discount in the winter. No other parks dept. do that around here.

**Smith Hall - Red Mill
Friday - Saturday Celebration Special
Winter Rates - Dec. 1-March 31**



Office Phone: (219) 325-8315
Nature Center: (219) 324-5855
www.laportecountyparks.org

Guests that rent Patricia Smith Hall at Red Mill County Park for a Wedding Ceremony and/or Wedding Reception may also like to hold their rehearsal at the Park the evening before if the space is available.

The following package pricing for Smith Hall goes along with this package offer:

Friday all day	\$ 70.00
Saturday all day	\$200.00
Refundable deposit	\$100.00
Tax	<u>\$ 18.90</u>
Total for rental package	<u>\$388.90</u>

The renters would assume all clean up and table set-up from Friday to Saturday .

Smith Hall room dimensions: 31' x 52'

Available for hall:

- 11 - oval tables 5' x 6'(seat 8 each)
(84" round tablecloths recommended)
- 8 - 8' x 30" tables
- 8 - 6' x 30" tables
- 2 - 2' x 4' tables
- 120 folding chairs

AV Equipment:

- TV/DVD
- Stereo System
- Electric Cart
- Easel
- Tabletop Lectern

Outside Deck:

- 8 picnic tables - 4' round
- Gazebo

4-2018

Smith Hall - Red Mill
Friday - Saturday Celebration Special
In Season Rates - Apr. 1-Nov. 30



Office Phone: (219) 325-8315
 Nature Center: (219) 324-5855
www.laportecountyparks.org

Guests that rent Patricia Smith Hall at Red Mill County Park for a *Wedding Ceremony and/or Wedding Reception* may also like to hold their rehearsal at the Park the evening before if the space is available.

The following package pricing for Smith Hall goes along with this package offer:

Friday all day	\$ 100.00
Saturday all day	\$285.00
Refundable deposit	\$100.00
Tax	<u>\$ 26.95</u>
Total for rental package	\$511.95

The renters would assume all clean up and table set-up from Friday to Saturday .

Smith Hall room dimensions: 31' x 52'

Available for hall:

- 11 - oval tables 5' x 6'(seat 8 each)
(84" round tablecloths recommended)
- 8 - 8' x 30" tables
- 8 - 6' x 30" tables
- 2 - 2' x 4' tables
- 120 folding chairs

AV Equipment:

- TV/DVD
- Stereo System
- Electric Cart
- Easel
- Tabletop Lectern

Outside Deck:

- 8 picnic tables - 4' round
- Gazebo

4-2018

Weekend Rental 2017 For Smith Hall (Rented Friday, Saturday and Sunday - Sheeters and EEC (figured Saturday and Sunday

	Smith Hall Days Avail.	Smith Hall Days Rented	EEC Days Avail.	EEC Days Rented	Novak Days Avail.	Novak Days Rented	Travis Days Avail.	Travis Days Rented	Morgan Days Avail.	Morgan Days Rented	Lions Days Avail.	Lions Days Rented	Grove Days Avail.	Grove Days Rented	Morgan Days Avail.	Morgan Days Rented
January	12	8														
February	9	5														
March	9	8														
April	12	10														
May	12	10	8	8	3	2	7	7	8	8	7	8	8	8	8	3
June	13	13	8	6	8	6	8	8	8	8	8	8	10	4	7	7
July	13	13	10	3	10	6	10	8	10	9	10	10	10	6	10	9
August	14	9	8	2	8	8	8	8	8	6	8	8	6	5	7	6
Sept.	11	8	8	2	6	3	7	5	7	7	7	6	7	7	6	6
Oct.	8	8	9	4	10	1	10	1	10	0	10	1	10	0	9	2
Nov.	10	8	1	1												
Dec.	4	3														
Total	126	103	52	21	50	26	51	34	51	49	39	76%	49	19	48	33
% Occupied		81%		41%		52%		67%				76%		38%		69%

City of LaPorte
 PARK DEPARTMENT
 2017/2018 APPROVED FEES

Picnic Shelter Reservations

Department Affiliated (Little "L", Jr. & Sr. Girls teams)
 School Groups
 Non Prime Time (Monday thru Friday only)

2017 Approved	2018 Approved
No Charge	No Charge
\$20	\$20

Family Reunions

Large Shelter at Kesling Park *50 people small*
 (excluding hog roasts and company picnics) *200 people*

Large Shelter at Kesling Park -School Groups (Mon-Fri Only)

Company Picnics and Hog Roasts

In designated areas of park system. The Park and Recreation Department reserves the right to refuse groups that are too large for our areas or have violated park regulations in the past.

\$65 incl tax	\$65 incl tax
\$129 incl tax	\$129 incl tax
\$40	\$40
\$321 incl tax	\$321 incl tax
+ trash removal & security	+ trash removal & security

Includes up to 20 extra tables

*Any special preparations to facilities for groups will be done at renters expense.

Cummings Lodge *88 people*

****A. General Rental
 Security Deposit

	\$275 incl tax	\$275 incl tax
plus	50% of rental	50% of rental

B. Business Meetings (Monday-Thursday)
 Security Deposit

	\$160 incl. tax	\$160 incl. tax
plus	50% of rental	50% of rental

C. Non-Profit Groups (Monday-Thursday)
 Security Deposit

	\$149.53	\$149.53
plus	50% of rental	50% of rental

D. Department Affiliated Events

	no charge	no charge
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****A. Police Security may be required for Wedding Receptions, Company Picnics, and Graduation Parties at cost of renter

Facility Rental Fee Comparison with Area Parks

	MICHIGAN CITY	LAPORTE CITY	LAPORTE CO.	CHESTERTON	VALPARAISO	LAKE CO
	Michelle (219) 873-1506 FAX 873-1540	Pam (219) 326-9600 FAX 326-7566	Jean Lawson (219) 325-8315 FAX 325-8317	Hillary (219) 926-3000 FAX 929-1428	Helene (219) 462-5144 FAX 465-0098	Teresa (219) 755-3685 FAX 945-0452
LARGE SHELTERS	2017	2015	2015	2015	2015	2015
Resident	\$150	\$120	\$75 - \$150 WE (1/2 WD)	\$70	\$70	\$133
Non-Resident	\$250	\$120	\$75 - \$150 WE (1/2 WD)	\$85	\$82	\$171
Utility Fee	INCL	N/A	INCL	N/A	N/A	N/A
SMALL SHELTERS						
Resident	\$50	\$60	NO LONGER RENT	\$40	\$60	\$96
Non-Resident	\$75	\$60	1ST COME ONLY	\$55	\$72	\$133
Utility Fee	INCL	N/A	INCL	N/A	INCLUDED	N/A
AMPHITHEATER						
Resident	\$150	\$100	N/A	N/A	N/A	N/A
Non-Resident	\$250	\$100	N/A	N/A	N/A	N/A
Security Deposit	\$300	\$50	N/A	N/A	N/A	N/A
GAZEBO						
Resident	\$125	\$50 - 2 hours	NO LONGER THERE	\$40 - all day	\$140 - 2 hours	\$257 - 2 hours
Non-Resident	\$200	\$50 - 2 hours	TREE FELL ON AND DESTROYED	\$40 - all day	\$152 - 2 hours	\$257 - 2 hours
Utility Fee	INCLUDED	N/A		N/A	\$35	N/A
MILLENNIUM PLAZA						
Resident	\$125					
Non-Resident	\$200					
Utility Fee	INCLUDED					
PICNIC TABLES						
Per Table Per Day	N/A	N/A	\$10/EA - MAX-5	N/A	2/\$25 - 4/\$40	N/A

BANQUET HALL RENTAL FEE COMPARISON

	Memorial Hall 219.873.1506 Michigan City	2018	MIC Senior Ctr 219.873.1506 Michigan City	2018	LaPorte Civic 219.362.2325 LaPorte	2018	Skwiat Post 219.879.9827 Michigan City	2018	American Legion #37 219.879.9801 Michigan City	2018	Elks Lodge #432 219.872.3434 Michigan City
YEAR											
Rental Fee	\$725/\$850	\$900/\$1,100	\$1,400	\$500	\$450	\$550					
Security Deposit	\$300	\$300	\$700	\$250	\$200	\$100					
Capacity	300	300	300	300-400	300	250					
Insurance Req'd	No	No	No	No	No	No					
Comments	Use own caterer/bar	Use own caterer/bar	Use own caterer/bar, clean up \$150, charge for ice, \$100 for kitchen	50% down to reserve - Upstairs only	Must use their bar and caterer	Must use their bar and caterer					