



*Stony Creek
Fishers*

Stony Creek Fishers Rental Handbook

Email: rentals@stonycreekfishers.com

Website: stonycreekfishers.com

Tel: (317) 863-7707

10601 Cumberland Rd.

Fishers, IN 46037

PRICING & AMENITIES

Pricing

Clubhouse Rental—\$600

- Three (3) hours of clubhouse, entryway, and outdoor patio (small patio directly off main room) use.
- In addition to the three hours of facility use for event, all rentals receive 45 minutes for set-up and 30 minutes for clean-up.
- Event times are set at 11:00am-2:00pm and 6:00pm-9:00pm
- \$100/additional hour
- Main room can accommodate up to 48 people seated, more for open-house style events. Small patio beside main room can seat an additional 16 people but is not covered and weather dependent.
- Tables & chairs included and set up prior to event.
- Holiday pricing is an additional \$100 to the standard rental fee; holidays are Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter, July 4th, Memorial Day, Labor Day, Thanksgiving, and Black Friday.

Additional Information:

- The large patio located on the east side of the building (closest to Cumberland Rd), is not included in standard rentals, but can be added to any rental for \$150.

Included Amenities

- Television
- Outdoor patio (smaller patio directly off the main room)
- Fireplace (available when it is below 40° outside)
- Full kitchen (stove, double oven, microwave, refrigerator, freezer)

Deposits & Damage Fees

- A 50% down payment is due with the signed contract in the form of a credit card (deposit goes toward the rental fee; the balance of the rental fee will be charged on the Friday thirty (30) days prior to rental date) ****If the event date is within 30 days of booking, the full rental fee is due at the time of booking.***
- A valid credit card must be on file for damages (will not be charged unless there is damage to property or excessive clean-up is required; this is not part of the rental fee). We do not allow prepaid credit cards to be used.
- A \$25 processing fee will be added for declined and/or returned payments.
- Damage Fees*
 - Excessive Cleanup—\$100+
 - Broken appliance—cost to repair/replace
 - Broken television—cost to repair/replace
 - Broken indoor chair—\$30+/chair
 - Broken indoor table—\$150+/table
 - Broken patio furniture—cost to repair/replace
 - Broken/lost fireplace remote—\$500+
 - Broken kitchen cabinet/drawer lock—\$30+/cabinet/drawer

*list does not include all possible damage charges

FINDING US

Stony Creek Fishers is located at 10601 Cumberland Road in Fishers, just north of 106th Street. We are next to Fishers Fire Station 94.



Coming from the South—

Take I-69 North

Take exit 204 (106th St.)

Head east on 106th Street

At the 2nd traffic circle (Cumberland Rd.) take
the 3rd exit (north) onto Cumberland Rd.

Stony Creek Fishers is on the right, before the
Fishers Fire Department 94.

Coming from the North—

Take SR 37 South to I-69 South

Take exit 204 (106th St.)

Head east on 106th Street

At the 2nd traffic circle (Cumberland Rd.) take
the 3rd exit (north) onto Cumberland Rd.

Stony Creek Fishers is on the right, before the
Fishers Fire Department 94.

GENERAL POLICIES & PROCEDURES

Damage & Excessive Clean Up Policy

A credit card must be on file at the time of booking for contract violations, excessive cleanup, fees, and damages. If the room is left in good, clean condition, and equipment is fully operational, the credit card will not be charged. If the room requires cleaning or if the room or equipment require repair due to negligence/damages on behalf of the renter and/or renter's guests, the credit card will be charged by SC Fishers for such work. The renter shall be responsible for damages or repairs (final settlement).

Cancellation Policy

Cancellations must be in writing and received thirty (30) days prior to the function for a full refund less a \$100 processing fee. Cancellations made fewer than thirty (30) days of the event are not eligible for a refund. The card on file will be charged for the balance at the time of cancellation. SCSC PROPERTIES, LLC OR SC-FISHERS, INC. reserves the right to cancel with thirty (30) days prior with written notice. All cancellations, no matter the reason, are subject to the cancellation policy stated above.

Rental Contract Due

Contracts are sent through Dropbox Sign to be signed electronically. The contract must be returned **within seven (7) days of initial booking**. If the contract is not signed and returned within seven (7) days of initial booking, rental and contract are subject to termination.

Rental Balance

The balance for all rentals is due on the Friday thirty (30) days prior to the date of the event. The balance will be charged to the credit card provided at the time of the initial reservation.

Rental Policies

- SCSC PROPERTIES, LLC OR SC-FISHERS, INC. prohibits a person or organization renting the facility from promoting, distributing, or advertising products or services that are in competition with Stony Creek Fishers, Stony Creek Carmel, or Stony Creek Builders. Sub-letting of the room is not permitted.
- The renter is solely responsible for all behavior and actions of the renter's guests during the agreed rental period. Any gathering considered dangerous, a disturbance of the peace or endangering public or private property is subject to closure without refund of the rental fee and may be charged additionally for damages and/or cleanup. Children must always be supervised. Staff on site will **NOT** supervise children. No one under the age of 18 can be unsupervised during a rental.
- Outside equipment may be used, but we must be notified prior to the event. Outside equipment is defined as rented or atypical items, such as but not limited to, bounce house, food truck, DJ, etc.
- Beer, wine, and champagne are the only alcoholic beverages permitted, and must be preapproved. **If it is found that alcohol was present without prior approval, the renter will be charged an additional \$250.** All alcohol must be kept in the clubhouse or the designated outdoor patio area.
- Absolutely **NO** hard liquor or liqueurs may be brought, served, or consumed at any time while on SCSC PROPERTIES, LLC OR SC-FISHERS, INC. property. If hard liquor or liqueurs are found there will be a \$250+ fee charged to the renter.
- Smoking is prohibited in all areas of the building. Please use the designated outside areas for smoking. Please dispose of cigarette butts in the proper place. The renter may be charged for the cleanup if not properly disposed.

- All illegal substances are prohibited anywhere on the property. If it is found that illegal substances were present, the renter will be charged \$500, and authorities will be notified.
- SCSC PROPERTIES, LLC OR SC-FISHERS, INC. is not responsible for lost, stolen, damaged or broken property at any time.
- SCSC PROPERTIES, LLC OR SC-FISHERS, INC. allows the renter to come in up to **45 minutes prior** to the start of the event to check-in and begin arranging, decorating, & setting up. Any additional time needed or used will be charged to the credit card on file at \$100/hour.
- SCSC PROPERTIES, LLC OR SC-FISHERS, INC. allows the renter up to **30 minutes after** their scheduled event end time to clean the facility, remove decorations and belongings, etc. Any additional time needed or used will be charged to the credit card on file at \$100/hour.
- Tape, nails, staples, or any product that could damage the walls are NOT permitted. Only Command products may be used for hanging or attaching items to the walls or ceilings. Please remove properly and carefully.
- **Confetti (ALL TYPES, INCLUDING BALLOONS CONTAINING CONFETTI), silly string, water beads (i.e., Orbeez), & glitter (including on decorations) are NOT permitted, a \$100 fee will be charged if confetti and/or glitter is found/used inside or outside.**
- Renter is responsible for sweeping floors, wiping up spills on floor, wiping off counter, tables & chairs, throwing away all food & debris, emptying all trash, returning furniture to its proper place, & checking bathrooms before leaving. If renters fail to execute all items on cleaning checklist and/or any violation of the contractual agreement that results in additional cleanup the renter may be charged an excessive cleanup fee.
- Renter is responsible for turning off all lights, closing and locking all doors and windows, and turning off any equipment used at the end of the rental time. There will be a \$50 charge for windows left open/unlocked or for doors left unlocked.
- **To lock the front door, press the * button twice, do not use the code given for entry.**
- If using the fireplace, use the remote control to turn it on, off and adjust flame. Do not touch the box inside the fireplace. If the remote is damaged or lost there is a \$300 charge to replace it. Please always keep the remote control on the fireplace mantle.
- The use of materials and/or equipment (not specified), outdoor picnic area, and other rooms not included in rental contract is not permitted.
- **This contract is for the rental of the main room, entryway, and small patio only, and does NOT include use of the pool deck, larger patio/picnic area, obstacle course, etc.**
- In the event of catastrophic weather or event, the renter, and SC-FISHERS, INC., will work together to reschedule at the earliest possible time available. Catastrophic weather or event includes, tornado activity, snow emergencies, health related emergencies, and any state of emergency or closure declared by the city or state.

CLEANING POLICY & CHECKLIST

Decorating for your event

Please remember when setting up for your event that we do not allow the use of tape or other adhesives that could possibly damage the walls (regular tape, duct tape, etc.), we only allow Command adhesive products. We ask that you be considerate of the facility when decorating. All decorative items used will need to be cleaned up and removed at the end of the rental.

Confetti (ALL TYPES, INCLUDING BALLOONS CONTAINING CONFETTI), silly string, water beads (i.e., Orbeez), & glitter (including on decorations) are NOT permitted, a \$100 fee will be charged if confetti and/or glitter is found/used inside or outside.

Cleaning up your event

All rentals receive 30 minutes after their event end time to clean and vacate the facility. To make this easier, we have provided an end-of-event check list, please initial each line item indicating it has been completed. All cleaning supplies and trash bags are located under the kitchen sink. The broom and dustpan are in the hallway closet.

- Deflate all balloons prior to throwing away
- Remove all command strips from walls, trim, glass, etc.
- Remove all décor, food, and trash from building, yard, mailbox, appliances, etc.
- Wipe counters, tables, & chairs
- Clear all food & debris from tables
- Sweep food & debris from floors
- Wipe up spills on floors
- Check restrooms & take out trash (if food has been thrown away in them)
- Clean outdoor patio area (if applicable)
- Sweep food & debris from outdoor patio area (if applicable)
- Put back furniture that was moved on outdoor patio (if applicable)
- Turn off fireplace and leave remote on mantle (if applicable)
- Take all trash to the dumpster (located in back parking lot, by pond area; DO NOT LEAVE ON PATIO OR DECK)
- Turn off all lights
- Close and lock all windows and outside doors

***There is a \$50 charge for leaving the front door unlocked.**

AMENITY GUIDE

Internet Access

Network: SCFishers

Password: friendlyraven838

Fireplace

The fireplace can be used during an event if the temperature outside is below 40°. Please use the remote to turn on the fireplace and please turn it off when leaving. The fireplace will ignite after pressing the button once, it does take some time for it to ignite, please only press the button once and wait for a minute before pressing the button again. During your event the remote can be used to adjust the flame size. This fireplace does put out a lot of heat. Please leave the remote to the fireplace on the mantle. There will be a \$25 charge if the fireplace is left on after an event.

Television

The television can be used for slideshows, music, presentations, etc. You can connect via Bluetooth, USB, or HDMI (we provide) to play video. To play music, you can sign into your account on any available app. Make sure to sign out when your event is over to prevent others from using your account.

Range & Double Ovens

The range and double ovens are available for use during the event. We do not have cooking or bakeware at the venue, you must bring these items if you would like to use them. Please make sure all appliances are turned off before leaving the venue. Please wipe up any spills or messes that may have happened during the event.

Microwave

The microwave is available for use during the event. Please make sure to turn it off after use. Please wipe up any spills or messes that may have happened during the event.

Refrigerator & Freezer

The refrigerator and freezer are available for use during your event. If there is ice in the freezer, please feel free to use it. Please remove all items from the refrigerator and freezer at the end of the rental. Please wipe up any spills or messes that may have happened during the event.

Kitchen Sink

Please make sure sink is rinsed out and the garbage disposal is clear of debris when event is over. Please leave any used dish towels or dish cloths in the sink.

Cleaning Supplies

We provide all cleaning supplies. Dish soap is in the sink dispenser. All-purpose cleaner and trash bags are under the kitchen sink.

Patio

The smaller patio directly off the main room is available for use with any rental. Please do not bring patio furniture inside the building. Please sweep up any debris and take out trash after use. If debris or trash is left on patio there will be a \$50+ charge. Renter will pay to repair/replace any damaged patio furniture. The larger patio on the east side of the building (closest to Cumberland Rd), is available for an additional \$150 and must be booked in advance.

Parking

We have ample parking for our clients, including 2 handicapped spots in front of the building. There are roughly 100+ parking spots available on site for your guests.

ROOM LAYOUTS & MEASUREMENTS

Room Layouts

We have 8 layouts you can choose from. If you do not choose a layout when you sign the contract, we will choose a layout according to the stated expected number of guests. Extra tables and chairs are NOT accessible during rentals. If you need extras, you must notify us at least 48 hours before your rental.

Please feel free to move tables and chairs to meet your needs. Tables and chairs are not allowed to be taken outside during rental.

If you require a different layout that is not available, please let us know how many tables and chairs you would like, and we will put them out. Please note that we will not setup the requested tables and chairs, you will be responsible for setting up to meet your needs. Extra time will not be permitted for setting up tables and chairs, unless purchased.

Room Measurements

To help your clients plan and decorate please see the measurements for the room, entryway, and fireplace. If you do not see a measurement listed, please contact the office at (317) 863-7707 or by email: rentals@stonycreekfishers.com and a member of our staff would be happy to assist you.

See the diagrams of the room layout options and the measurements on pages 13-21.

FREQUENTLY ASKED QUESTIONS

Q. What is your address?

10601 Cumberland Rd., Fishers, IN 46037

Q. What is the process to rent the space?

1. Complete the [Rental Request Form](#) to make a rental reservation.
2. A rental contract will be sent via email through Dropbox Sign. This must be returned within seven (7) days of initial booking to finalize your rental.
3. A 50% down payment is due with the signed contract in the form of a credit card (deposit goes toward the rental fee; the balance of the rental fee will be charged on the Friday thirty (30) days prior to rental date) ****If the event date is within 30 days of booking, the full rental fee is due at the time of booking.***
4. A valid credit card must be on file for damages (will not be charged unless there is damage to property or excessive clean-up is required; this is not part of the rental fee). We do not allow prepaid credit cards to be used. We only accept MasterCard and Visa.
5. Final balance is charged to credit card used for down payment on the Friday thirty (30) days prior to scheduled event (noted on the contract).
6. The Event Coordinator will confirm details on Friday one week prior to scheduled event.

Q. How do I receive my contract?

The contract is sent via email through Dropbox Sign after the reservation is made. Please check your spam/junk folders.

Q. When is my contract due?

The contract must be returned **within seven (7) days of initial booking**. If the contract is not returned within seven (7) days, the rental and contract are subject to termination.

Q. When is the remaining balance due for my rental?

The Friday thirty (30) days prior to the client's event to the credit card on file used for the down payment. If the client would like to use a different credit card, we need the new credit card information thirty (30) days prior to the event.

Q. How do I confirm my event details?

One week prior to the client's event the Event Coordinator will send an email to confirm all the rental details, give a code for the door, and provide a cleaning checklist.

Q. What if I need to cancel my event?

Cancellations must be in writing and received thirty (30) days prior to the function for a full refund less a \$100 processing fee. Cancellations made fewer than thirty (30) days of the event are not eligible for a refund. All cancellations made within seven (7) days of event date are responsible for the full rental balance. The card on file will be charged for the balance at the time of cancellation. SCSC PROPERTIES, LLC OR SC-FISHERS, INC. reserves the right to cancel with thirty (30) days prior with written notice. All cancellations, no matter the reason, are subject to the cancellation policy stated above.

Q. Can we have extra time?

Yes, extra time is available for \$100 per hour (depending on other events). You can reserve additional time as needed for decorating or for your event.

Q. What times are available for rent?

Our standard booking times are Friday evenings from 6:00 pm–10:00 pm, Saturdays and Sundays at 11:00 am–2:00 pm and 6:00 pm–9:00 pm. These times are our standard rental times; however, they can possibly be extended/adjusted depending on other scheduled rentals. Please contact us if you would like to change the time.

Q. Is our event private?

Yes, your event is private.

Q. What amenities are included with my rental?

The entryway, small patio immediately off the main room, television, kitchen, and fireplace are included with every rental. On the contract you must note which of these you would like to use during your event so we can set them up and make sure they are ready for your use.

Q. When and how do I use the fireplace?

The fireplace can be used if the outside temperature is **40° or below** outside. The fireplace is controlled with a remote control. Please be patient when turning the fireplace on, it will take about a minute for it to ignite. If the button is repetitively pressed, the fireplace will not ignite. Please be aware that the fireplace does put out a lot of heat.

Q. What size are the tables?

Round tables—5', Rectangle tables—6'

Q. How is the room set up?

We have 8 layouts to choose from in the contract. If a layout is not chosen, SC-FISHERS, INC. will choose a layout based on the expected number of guests given. Please feel free to move the tables and chairs to fit your needs.

Q. What if we don't want one of the layouts given?

We will leave out the racks with the tables and chairs and you can set up the room however you would like. We do not allow extra time for setting up the tables and chairs if it is chosen to do yourself.

Q. Can we change the layout of the room?

You can change your layout option up to three (3) days prior to the date of your event. We cannot guarantee any changes after that time.

Q. Can we play music/videos on the television?

Yes, it is a smart television, and it is connected to Wi-Fi. You can connect via Bluetooth, USB, or HDMI (we provide) to play video. To play music, you can sign into your account on any available app. Make sure to sign out when your event is over to prevent others from using your account.

Q. What apps are on the television?

Pandora, Spotify, Apple Music, YouTube, Netflix, and many, many more.

Q. Can we decorate the entire room?

Yes, you can decorate a little or a lot, it is up to you. When decorating, please use command strips only; tape, staples and nails are not permitted. Also, we do not allow glitter or confetti to include balloons with confetti inside. If glitter or confetti is used there will be an excessive cleanup charge of \$100 minimum.

Q. What is considered confetti?

Confetti is considered any small bits of paper or other small materials. If there is a question about what is acceptable, please contact the event coordinator to avoid being charged.

Q. Can we have vendors or equipment at our event?

Yes, you can hire outside vendors such as caterers, DJ's, photographers, etc.

Q. Are we allowed to bring in our own food and beverages?

Yes, we allow our clients to bring in their own food and beverages. Alcoholic beverages are allowed in the form of beer, wine, and champagne only. We do **NOT** allow hard liquor or liqueurs.

Q. Are we allowed to use the kitchen?

Yes, the refrigerator, range, double oven, and microwave are included in the rental. When you are finished, please turn them off and empty them out. Please do not use drawers or cabinets.

Q. Can we change the thermostat?

The temperature is set at 68°. If you would like the temperature changed, please text the event coordinator. The thermostat is a smart thermostat and can be changed remotely. Please be aware that once there are several people in the room or if using the fireplace, the room will heat up. The event coordinator will only change the temperature once during a rental.

Q. Is there anything we need to do when we leave?

Yes, please take the trash to the dumpster*, wipe the counters and tables of crumbs and debris, sweep up any crumbs and debris off the floor, turn off all the lights including the bathrooms and lock all the doors. For convenience, a cleaning checklist is provided in the email containing rental details.

The dumpster is in the back-parking lot (east), by the pond; do **NOT put trash on the patio or pool deck.*

Q. Where are the cleaning supplies?

The cleaning products* are under the sink in the kitchen and the broom and dustpan are in the cleaning closet in the hallway.

**We supply the following cleaning products: dish soap, trash bags, all-purpose cleaner.*

Q. Do we need to break down the tables and chairs?

No, please leave the tables and chairs set up. Our staff will take care of breaking the tables and chairs down.

Q. Is there someone we can contact during our event for emergencies?

Yes, the Event Coordinator will leave contact information for the client for emergency purposes.

Q. What is your rate for Holiday rentals?

If a client rents the space on an actual holiday the price is an additional \$100 to the standard rental fee for 3 hours. Our holidays include Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter, July 4th, Memorial Day, and Thanksgiving.

Q. Do you decorate for Christmas or other holidays?

No, we do not decorate for Christmas or other holidays. We like to give our clients a "clean palette" to decorate for their specific event.

MISCELLANEOUS INFORMATION

Tablecloth Size Guide

WE DO NOT SUPPLY TABLECLOTHS.

(Standard 30" Table Height)	Round Tablecloth Size					
	64" Round	72" Round	90" Round	108" Round	120" Round	132" Round
60" Diameter	Too Small	Too Small	15" Drop (Halfway to the Floor)	24" Drop	Floor Length	Too Big

(Standard 30" Table Height)	Banquet (Rectangular) Tablecloth Size					
	52" x 72" Rectangle	52" x 96" Rectangle	52" x 114" Rectangle	52" x 120" Rectangle	90" x 132" Rectangle	90" x 156" Rectangle
6'x 30" Banquet Table	11" x 0" Drop	11" x 12" Drop	11" x 21" Drop	11" x 24" Drop	To Floor on All Sides	Too Big

Recommended Vendors

We do not require specific vendors; these are vendors we have used in the past and recommend as a courtesy for our clients.

Catering	Rentals	Misc. Services
Kim's Kakes LLC (765) 271-6861 kimskakes33@gmail.com	Hoosier Tent & Party Rentals (317) 272-9746 hoosiertent.com	Leave No Trace Photography IG: leavenotracephotography leavenotracepc@gmail.com
TURF Catering + Kitchen (317) 288-0173 turfcateringkitchen.com	A Classic Party Rental (317) 251-7368 aclassicpartyrental.com	A Better DJ & Photographer (321) 412-3878 abetterdj.net
Chef Suzanne Catering (317) 913-0332 chefsuzanne.com	Party Time Rental (317) 536-2022 ptrinc.com	Fork & Function (317) 402-9099 forkandfunction.com
A Cut Above Catering (317) 575-9514 acutabovecatering.com	Celebration Central Party Rental (317) 769-4993 celebrationcentralpartyrental.com	Kirsten Wray Photography (Photo Booth Rental) (317) 813-9772 kirstenwrayphotography.com
Indy Anna's Catering (317) 853-6575 indyanna.com		Banzi Balloons & Event Services (317) 762-8008 banzi.events