



Step By Step Guide for Promenade Park Renters

Revised January 24, 2020

WELCOME

When you choose Promenade Park as the venue for your event, you're choosing a space that's new, exciting, bustling, and scenic. When it opened in August 2019, Promenade Park became the newest city park in Fort Wayne, and quickly rose to become a premier destination for residents and visitors alike. Boasting amenities such as Trubble Riverside Cafe, the PNC Playground, the Parkview Tree Canopy Trail, and the Sweetwater Band Shell, this is more than just a park – it's the perfect venue for events of all kind. Contact us today about booking Promenade Park for your next event, and join us as we ensure Riverfront Fort Wayne is *Always Moving*.

UNDERSTAND OUR POLICIES

The following policies, procedures, and guidelines were developed over the span of two years of deliberative collaboration spanning the City of Fort Wayne and various community agencies. Professionals with expertise in public safety, water safety, recreation, maintenance, marketing, and customer service worked together to craft the contents of this document. Promenade Park operations seek to balance the needs of the professionals involved and their respective goals; the goals of Riverfront Fort Wayne, the Fort Wayne Parks and Recreation Department, and the City of Fort Wayne; and, the needs of the public. We reserve the right to deny rental to any rental/renter if we are unable to meet the demands of the event, if there is a history of problematic behavior, if there are unpaid balances, if our facility is closed, or if the event conflicts with organizational goals and values or any of the policies below. If you have any questions, please feel welcome to ask.

UNDERSTAND WHEN YOU MUST RENT PROMENADE PARK

Promenade Park is a bustling downtown center of activity. We are proud of the enthusiasm our community has shown since the park's opening. In addition to typical "private" rentals (weddings, corporate events, reunions, parties, etc.), the park may be rented for special community events/festivals/classes/public programs. Drop-In events/programs are not allowed in the park and violators will be removed. You must rent the park if your plans fit any of the items in the following definition:

"General Special Events are organized activities that require the use of open park space, the closure of roads/sidewalks, often involving food, beverage, merchandise, amplified noise, or other forms of entertainment. This type of event also secures sponsorship, raises funds, and markets to the public. Examples include small concerts, festivals, vendor displays, etc. The final determination of a special event and its associated requirements is at the discretion of FWPRD staff."

Summary and Checklist of Steps:

Please use this Summary and Checklist of Steps to guide you through the rental process for Promenade Park. Please read through the entirety of this guide BEFORE beginning to work through the steps.

Step	Date Completed
1. Choose a Space (p.2)	
2. Choose a Date & Outline Details (p.3)	
3. Fill Out a Rental Inquiry Form (p.4)	
4. Contact Us (p.5)	
5. Navigate the Booking Process (p.6)	
6. Planning & Loose Ends (p.6)	
7. Time to Party (p.8)	

STEP 1: CHOOSE A SPACE

Promenade Park has multiple spaces for rent that meet different needs and capacities. Explore your options below. Please note: all capacities are the maximum and we reserve the right to deny rental if a prospective rental may endanger guests or the public, exceed capacities allowed by fire code, may reasonably damage park amenities, etc. The amenities you add to your event will affect the capacities listed below. The below spaces vary in their openness/access to the public. If you have concerns about public access to your event, be sure to discuss it before you rent. Promenade Park is to remain open and accessible to the public from 6am-11pm daily.

Park Foundation Pavilion

Maximum Capacity: 150 seated, 338 standing (indoors)

Amenities:

- Air Conditioning and Heat
- Covered Patio
- Private Restrooms
- Catering Kitchen with Refrigerator and Microwave
- Tables and Chairs Provided

The Park Foundation Pavilion is a beautiful centerpiece to Promenade Park. With its large glass walls and five operational garage doors, it's the perfect space to make guests feel like they're a part of the park, while still enjoying modern comforts. The main room has a wall that features slices of wood from the original Wabash & Erie Canal. The large concrete patio is completely covered on the north side, and features metal café tables and power outlets. This space is ideal for corporate dinners, nonprofit fundraisers, wedding receptions, board meetings, and much more.

Auer Lawn & Sweetwater Band Shell East

Maximum Capacity: 978 seated, 1100 standing

Amenities:

- East Side of the Sweetwater Band Shell
- Handicap-Accessible Grass

The Auer Lawn is a large green space located on the south side of Promenade Park. Rental of this area includes the east side of the Sweetwater Band Shell, which is lit up at night. The band shell has an array of high-power electrical outlets and a concrete floor for your use. Directly next to the lawn is the outdoor game area, which includes free cornhole, ping pong, and foosball. The lawn is bordered on the east by Harrison Street, which makes access to food trucks easy for guests. This space is ideal for concerts, speakers, performances, and movie nights.

Old National Bank Plaza & Sweetwater Band Shell West

Maximum Capacity: 89 seated, 100 standing

Amenities:

- West Side of the Sweetwater Band Shell
- Excellent Views of the River

If you want the feeling of really being immersed in the heart of Promenade Park, the Old National Bank Plaza is the perfect location. Centrally located on the south side of the river, the plaza is a bustling hub of activity. Bordered to the west by the Doermer Kids Canal and Rotary Fountain, the sound of running water provides a wonderful ambiance for the space. Rental of this area includes the west side of the Sweetwater Band Shell. The band shell has an array of high-power electrical outlets and a large concrete “stage” for your use. To the north of the plaza is the Ambassador Enterprise Amphitheater, which provides scenic views of the river and north side of the park. This space is ideal for fundraisers, public events, and performances.

Historic Wells Street Bridge

Maximum Capacity: 400 seated, 400 standing

Amenities:

- Tent Capabilities (with some restrictions)
- Historic Atmosphere

Built in 1884, the Historic Wells Street Bridge has been a showpiece of downtown Fort Wayne for decades. It now stands as an important gathering place in Promenade Park, as well as a pathway between the north and south sides of the park. The bridge can be outfitted with a weighted tent to bring shelter to your event, and power outlets are located along the beams. This space is ideal for wedding ceremonies, cocktail parties, public events, and more.

STEP 2: CHOOSE A DATE & OUTLINE DETAILS

Companies, organizations, and individuals city-wide have shown great interest in holding their events at Promenade Park. While we don't book more than 12 months out, we encourage potential renters to contact us as soon as possible to discuss their preferred dates. Dates are booked on a first-come, first-serve basis with a signed contract and paid deposit. Weekday rentals (Monday-Thursday) will be at a lower rate than weekend rentals (Friday-Sunday). We also offer a lower rate for weekday rentals in the Park Foundation Pavilion that only need access from 9am-12pm or after 2pm.

Please keep in mind that Promenade Park is a public park. The Riverfront Fort Wayne staff has many programs and events planned every year that will utilize many of the rentable spaces in the park. This may mean that the space you are looking to rent is unavailable for the dates you are interested in.

STEP 3: FILL OUT A RENTAL INQUIRY FORM

Because we manage a large number of concurrent events and programs and have four rentable spaces in Promenade Park, we cannot respond to, confirm, or book any rental which does not provide the required details outlined in the Rental Inquiry Form. If you require a more flexible rental space, we encourage you to look at our other Parks and Recreation rental facilities. Questions can be answered at 260-427-6000.

Submission of a Rental Inquiry Form does NOT hold your date. It is the policy of Fort Wayne Parks and Recreation to not hold dates for any rentals. Your event is booked once you have followed the steps outlined in the contract and this guide.

There are a lot of moving pieces when it comes to renting at Promenade Park. In order to make it as quick and easy as possible for you, we ask that you fill out our Rental Inquiry Form to the best of your ability before contacting us. Some things you'll need to know:

Nonprofit Status

If you're renting on behalf of a nonprofit organization, you can get a special nonprofit rate for weekday (Monday-Thursday) rentals. We'll need a copy of your 501c3 paperwork when it comes time to book.

Type of Event

Is it a wedding, a corporate lunch, a dance performance? The type of event is important so we can ensure the park can handle what you have planned, and ensure you have the amenities your guests need.

Set-Up Start / Event Start / Event End / Tear-Down Done Times

In order to complete the Rental Inquiry Form you need to know the exact time you need a staff member to let you in to your space, and what time you'll be done. Please keep in mind that set up time needs to include any rental deliveries, such as food, flowers, décor, extra tables, linens, etc., as well. If you are having food catered, you will need at least two hours of set-up time and at least one hour of tear-down time. We generally do not allow set-ups to begin before 9am and all tear-downs must be complete by 12midnight. Public park hours are 6am-11pm.

Security

If the number of people at your event is anticipated to be more than 80, or if you plan to have alcohol, you will need to have security. A uniformed officer will be at your event starting 30 minutes before your guests arrive and will stay until you are done with tear down. This is to ensure your event stays *your* event, and you do not have strangers wandering in. It is also to keep an eye on event guests who may accidentally wander out of the licensed excise area with alcohol in their hand. *Security is at market rate and is **only** booked by Riverfront/Parks staff. You may **not** hire or bring in your own security.*

Catering and Alcohol

Promenade Park has a preferred caterers list. All food that is served in Promenade Park for public or private events (except celebratory cakes) must be brought in from a caterer off of the catering list. The only vendor allowed to serve alcohol of any kind is Trubble Brewing. You may, however, mix your bar and catering, for example: bar with Trubble Brewing and food with Club Soda. It is the responsibility of the renter to book and communicate food and alcohol needs to caterers. Too little notice may result in your not having food or alcohol at your event. *Due to Excise permitting, we do not book any event serving alcohol with less than a two-week notice.*

Pricing

All price quotes for Promenade Park are ultimately custom quotes. We cannot provide an accurate price quote without the information in the Rental Inquiry Form. Several example price quotes are below:

Example 1:

Non-profit organization wants to rent the Park Foundation Pavilion on a Tuesday for an event from 5pm-7pm. Set up is one hour long and tear down is one hour long. No catering or alcohol will be provided. No extra rental items or vendors will be used. Guest attendance is expected to be 30. **Price: \$100.** Extra cost: none anticipated.

Example 2:

A wedding reception is to be held in the Park Foundation Pavilion on a Saturday. The reception begins at 6pm. Four hours are needed for setup to accommodate decorations and the caterer and bar setup. Guests will leave by 10pm. Tear down will take two hours. Expected guest attendance is 100. **Price: \$1,552.50** (\$1,260 for facility rental. \$292.50 for security.) Extra costs: catering, bar, décor, etc.

Example 3:

Large festival wants to rent all rentable spaces in Promenade Park for an event on a Sunday lasting 8 hours with 4 hours of setup and 3 hours of tear down. Expected attendance of 2,000 people. Event will include catering and bar services. **Price: \$6,720** (\$4,650 for facility rental. \$2,070 for security.) Extra costs: catering, bar, AV, restrooms, trash, etc.

STEP 4: CONTACT US

All rental inquiry forms must be submitted via email to RentPromenade@CityofFortWayne.org. Once the form has been reviewed and your date checked for availability, we will contact you to discuss it further and give you a price quote. Although we will make our best effort to respond quickly, we process a large number of rental inquiries and our policy is to respond to them in the order in which they are received. Some inquiries take longer than others to process due to their complexity. If you have not received a response via email within 3 business days (excluding City of Fort Wayne holidays), please reach back out to RentPromenade@CityofFortWayne.org

STEP 5: NAVIGATE THE BOOKING PROCESS

Once we have given your event the green light and you have decided to book, you will need to schedule an in-person meeting to review and sign the contract. Please read through the contract carefully before booking. Once you book your date, you will be held to all stipulations in the contract. Meetings are generally scheduled Monday-Friday between 9am and 5pm. Meetings are held in-person with an appointed Riverfront Fort Wayne/Parks and Recreation staff person at the Fort Wayne Parks and Recreation Main Office located at 705 E. State Blvd., Fort Wayne, IN 46805.

Your 50% deposit for all applicable fees (or full payment if your event is less than 30 days away) will also be due at that time. We accept cash, credit (Visa, Master Card, or Discover), or check made out to Board of Park Commissioners. Once your payment has been processed, a receipt will be emailed to you for your records.

STEP 6: PLANNING AND LOOSE ENDS

Catering

If you're having food at your event, you'll need to choose from one of our pre-approved caterers:

- Club Soda – 260-426-3442
- Blu Spoon – 260-456-6563
- Mad Anthony's/Shigs in Pit – 260-222-6704
- Walnut Hill – 260-438-1607
- Trubble Brewing – 260-515-4048
- Hall's – 260-471-7404

It's your responsibility to connect with your caterer of choice to make arrangements. Once you've selected a company, please let us know (no less than 2 weeks before your event).

Alcohol

If you are having alcohol at your event, you will need to get in touch with Trubble Brewing to make arrangements. Contact Trubble Brewing at 260-515-4048. **Trubble Brewing is the only allowed alcohol vendor within Promenade Park.**

Additional Rules About Alcohol:

- Alcohol is only allowed inside the boundaries of your rented space.
- Service of alcohol is subject to Excise permit requirements, including, but not limited to: identification requirements, signage, barriers, security needs, etc. Trubble Brewing will handle your Excise permit. All Excise permits are subject to final approval by Riverfront Fort Wayne/Parks and Recreation staff. Excise permits need two weeks to process, and any event wishing to serve alcohol will not be booked with less than two week's notice.
- Alcohol may not cross Excise permit boundaries.
- Alcohol purchased inside the Trubble Riverside Café and Tap must remain inside the operational permit boundaries (interior of café, adjacent patio, and Journal Gazette Foundation Dining Garden).

- Any event serving alcohol is required to have security, no matter how small the event. Security may only be booked by Riverfront Fort Wayne/Parks and Recreation staff.
- Last call for service of alcohol is thirty minutes before the end of your event.
- Glass is not allowed in Promenade Park.
- Excise permit boundaries must include barriers. Parks and Recreation will supply black plastic chain and stanchion for this purpose. Renters are not to use caution tape or other forms of barricade.

Audio-Visual

We do not provide any audio-visual equipment. All AV equipment must be brought in and supported by the renter. We reserve the right to final approval of AV, including, but not limited to requesting the following: AV layouts, electrical needs, portable electrical, wind ratings, extra tie-downs, contact information of contracted AV provider, etc.

Extra Items

We do not provide any of the following: AV equipment or support, linens, extra tables or chairs, high-top/cocktail tables, party supplies, décor items, office supplies, cleaning supplies, etc. We do not provide storage of these items before, during, or after a rental. **Extra items are not allowed to be dropped off before the rented time. Any items left in the Park after the rented time will be disposed of, including vendor items.** Renters are ultimately responsible for the condition of the park after their event.

Parking

We do not provide parking at any time for any reason for any renter. There are several handicap parking spots on the west side of the Park Foundation Pavilion which we do not reserve or control. These spots are patrolled by the Fort Wayne Police Department. We encourage renters to take advantage of the Downtown Parking Map from Visit Fort Wayne. This map is available for free. You can download the map at www.VisitFortWayne.com

Restrooms and Trash

We reserve the right to require you to provide extra restroom and trash services for your event. We will make this determination based on several factors, including the length of your event, the day and time of your event, your expected attendance, and the nature of your event. We reserve the right to final approval of your chosen vendor, placement of items, etc. If we require these items, we will request a receipt and/or contract showing proof of your reservation of these items.

Renters not using the Park Foundation Pavilion are required to provide one portable restroom for every 100 people in attendance. At least one restroom must be ADA compliant. The outside public restrooms on the south side of the Park Foundation Pavilion are for public use only. The inside restrooms are for use by renters of the Park Foundation Pavilion only.

Final Payment (1 month out)

All outstanding payments are due 30 days before your event. You may drop off payments in person, or call the Fort Wayne Parks & Recreation office (260-427-6000) to pay with a credit card over the phone.

Layout (2 weeks out)

We need a copy of your final layout no later than 2 weeks before the event. (If you are renting the Park Foundation Pavilion, you will need to choose from one of our nine pre-approved layouts. All tables and chairs will be setup before

you arrive the day of your event. None of the Parks and Recreation owned tables and chairs may be removed from the inside of the Park Foundation Pavilion.)

If you need to make changes to your layout, we need 5 business day's notice. We do not make layout changes on the day of the rental.

Be sure to confirm the location and capacity of electrical outlets prior to your event. We do not provide extra electrical capabilities. All electrical outlets located outside are covered and locked, so please indicate on your layout if you need electrical outlets available.

General Park Restrictions

- No staking is allowed in any part of the park. All signs, tents, and fencing must be self-supporting. Weighted items are subject to weight limits.
- Open fires are prohibited.
- No vehicles are allowed in the park, including golf carts.
- No fireworks are permitted in the park.
- No balloon, lantern, or similar releases are allowed.
- Photography and videography shall not interfere with open public use of the park. No large props are allowed.
- Please see contract for additional Park Foundation Pavilion restrictions, including those related to decorating.

Refunds, Bad Weather, Damages, Etc.

Please refer to the contract for policies regarding refunds, bad weather protocol, damage and defacement, liability, etc. Your signing the contract indicates you agree to abide by these policies.

STEP 7: TIME TO PARTY

When the day of your event arrives, someone from the Riverfront Fort Wayne staff will meet you at your venue. Any items that need to be loaded into the park can be done so on South Wells Street, next to the Park Foundation Pavilion. Please unload quickly then move your car to a parking spot elsewhere. We do not allow vehicles in the park, so bring a cart or hand truck if you need to tote items.

ADDITIONAL FREQUENTLY ASKED QUESTIONS

General

Can I use my own security person / police officer?

Promenade Park has contracted with a security company who employs uniformed officers, so all security goes through us.

Can I just drop off a check?

We require that all first-time renters for Promenade Park schedule a meeting to walk through the contract and sign in person.

What does the rental fee include?

The time you need into the facility (including any set up and tear down by you or a caterer), and tables and chairs (which will be set up before you arrive).

Can I bring in my own food?

All food must be arranged through one of our six approved caterers. You may bring in a celebratory cake.

Do you have a discount for military / city employees / other?

There is a Monday-Thursday discount for nonprofit organizations with a 501c3. Otherwise, everyone pays full price.

Can I hold my date?

Unfortunately, the only way dates can be held is with a signed contract and 50% deposit.

Where do we park?

There is no dedicated parking at Promenade Park. We encourage guests to utilize street parking and parking garages. The closest garage is at the City-County building, which is only 2 blocks away. There are a limited number of handicap parking spaces on South Wells Street, next to the Park Foundation Pavilion.

Pavilion

Can we just let our guests buy alcohol inside Trubble?

Your guests are welcome to purchase alcohol at Trubble, but they won't be able to bring it inside the Pavilion. The way the Excise permit is laid out, no alcohol can pass from one space to the other, so if you'd like alcohol at your event, Trubble will have to set up a separate bar just for you.

Do we get the patio as well?

The rental includes the inside and outside of the Pavilion. There will be stanchions along the perimeter of the patio with signs that say "closed for a private event."

Is there A/V equipment (projector, screen microphone, sound, speakers, etc) in the Pavilion?

We have no A/V setups at the Pavilion. There are power outlets if you'd like to supply your own.

Wells Street Bridge

If we rent the bridge, can we use the restrooms in the pavilion?

All bridge rentals must rent their own portable restrooms.

Auer Lawn

Can I set up a tent on the lawn?

Only 10x10 pop up tents are allowed on the lawn, and they must be weighted. We don't allow staking in the park.

Additional questions not addressed in this guide may be directed to Megan Butler at
Megan.Butler@CityofFortWayne.org