

**Salomon Farm Park**  
**817 W. Dupont Road Fort Wayne, IN 46825**  
**(260) 427-6790**  
**Thank you for selecting Salomon Farm Park for your event.**

**Rental Reservation Contract**

Facilities: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Rental Fee: \$ \_\_\_\_\_ Event Type: \_\_\_\_\_  
Security Fee: \$ \_\_\_\_\_ Expected Attendance: \_\_\_\_\_  
**Homestead capacity: 50**  
**Old Barn capacity: 170**  
**Learning Center capacity: 150**  
Total Fee: \$ \_\_\_\_\_  
Additional Fees: \$ \_\_\_\_\_  
Total Fee: \$ \_\_\_\_\_  
Deposit Due: \$ \_\_\_\_\_ Final Payment Due Date: \_\_\_\_\_

Deposit paid by **Cash** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Credit Card (circle one):** VISA MASTERCARD DISCOVER

Card#: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Card Exp. Date: \_\_\_\_\_ 3 digit security code: \_\_\_\_\_

Name Printed on Card: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

**Deposit/Contract:** A deposit of 50% of the total event fee (including security fees) is due upon booking. No dates will be secured without receipt of a deposit and a signed contract.

**Cancellation/Refund:**

**Six (6) or more months' prior to the event:** Full refund minus 20% of the initial deposit  
**Six (6) or less months' prior to the event:** No refund unless equal booking is attained. Above penalties apply.  
**Transfer to a new date:** Transfer fee of 20% of the initial deposit; subject to availability.

**Payment of Balance:** The balance of the total event fee (including security fees) is due one month before the event date. Failure to pay the balance within one month of the event may result in the forfeiture of the rental date and all payments. Event Licensees who book a date less than one month away must pay the full event and security fees upon booking. These fees are non-refundable/ non-transferable.

**Historic Buildings Statement:** Together the Old Barn and the Salomon Homestead are a local historic district granted by the Fort Wayne Historic Preservation and Protection Ordinance and Historic Preservation Commission. The following information is designed to protect these historic landmarks and the surrounding property while still allowing for community events that service thousands of people each year. Please help us protect this valuable community resource by observing the following rules:

**Park Rules**

- Salomon Farm Park is a Ft. Wayne City Park and is open to the public from 6:00am-11:00pm. The public is not permitted inside the Old Barn when it is rented and Farm Park staff will be present to enforce this.
- Please help keep the farm animals healthy and do not feed the livestock animals.
- Children and adults may not climb on or over fences and gates or have access to the animal pens.
- Dogs must be kept on leashes at all times, kept away from livestock, and all waste picked up and disposed of by owner or guardian. Pets are not allowed inside any of our rental facilities.
- Children must be supervised at all times on the property.

**Decorations:** To help us preserve historic buildings, public parkland, wildlife, and domestic livestock the Licensee agrees to the following restrictions:

- In keeping with Salomon Farm Park's Fire Safety Plan, no flammables/open flames of any kind are allowed on the Salomon Farm Park property (i.e. fireworks, sparklers, paper lanterns, heaters, air conditioners).
- Battery operated candles are the only candles permitted in any facility, indoors and outdoors.
- No bales of hay or straw are allowed inside any of the facilities.
- All buildings on the property have been designated as smoke free environments, including rental facilities, barns, and restrooms. A small unprotected outdoor area is provided for smokers with an ash receptacle.
- The Old Barn is not climate controlled and the use of heaters is not permitted; please plan your event accordingly. Licensees utilizing the Old Barn may provide fans for their event.
- No decorations may be affixed with tape, tacks, nails, screws, etc. in any building, structures, or trees.
- Releasing helium balloons or spreading artificial flower petals anywhere on the park property is not permitted. These activities are considered littering and are a threat to animals, both wildlife and captive livestock. The Licensee is subject to associated litter fines and veterinary bills incurred as result of livestock ingesting litter from the event.
- No decorations, lights, signage, furniture or other items may be placed on/in plants, trees, garden beds or water features.

### **Housekeeping/Storage/Decorating**

- Salomon Farm Park staff will provide trash receptacles, can liners, and stock all restrooms prior to and during the event. Staff will be responsible for putting all full trash bags in the dumpster.
- Salomon Farm Park does not provide linens, service ware, party supplies, extension cords or decorations.
- All deliveries should be scheduled to arrive during the Licensee's setup time. All items not belonging to the Farm must be picked up at the end of the event and removed from the facility. It is the Licensee's responsibility to schedule pick-up times of any items. All items left after the event will be disposed of by the Farm.
- Licensees may bring a ladder no taller than 8 feet to access hooks for decorating.
- No decorations may be hung from rafters or ceiling of any building.
- Licensees may decorate the facility rented and immediate surrounding grounds but do not have access or any rights to any other buildings or areas on the property that the Licensee has not secured.

**Outdoor Use:** Outdoor use such as wedding ceremonies or outdoor activities (i.e. games, picnicking, etc.) is permitted in the immediate areas around the rented facility. The following restrictions apply:

- Rentals do not include a separate date for rehearsal time (unless reserved).
- Rentals include use of the rented facility, bathroom facilities (adjacent building for Old Barn), and the immediate surrounding grounds. Ceremonies may take place in outdoor areas approved by Farm staff.
- Tables and chairs included in rental are for use inside the rented facility only and cannot be taken outside for any reason.
- Access to the basement of the Old Barn or second floor of the Homestead is not permitted for any reason.
- Nothing may be driven or staked into the ground without prior approval from the Manager of Outdoor Recreation – (260) 427-6005.
- Tents are not permitted.

**Parking:** Guests may park only in the lot for the rented facility (i.e. if the Licensee books the Learning Center, guests and Licensee may only use the Learning Center parking lot). Overflow parking in grass areas is not permitted and Licensee may be responsible for damages to property caused by improper parking by their guests.

### **Music**

- DJs must provide their own table for their equipment to avoid damage to provided rental tables.
- For all events, DJs and musicians must stop playing music at the end of the event time to signal the start of the clean-up time. All entertainment must be kept to 120 decibels or less in consideration of the Farm's nearby neighbors.

### **Use of Homestead**

- **No alcohol is permitted in the Homestead.** Park staff and security officer hold the right to remove and dispose of any alcohol found within the Homestead without monetary compensation to the Licensee.
- Furniture may not be rearranged and décor in the Homestead may not be moved or taken down.
- For events in which the Licensee rents both the Old Barn and the Homestead, the Homestead may only be used by the Licensee and up to 14 guests.
- Once the event in either the Old Barn begins, the Homestead will be locked by Park staff and will not be reopened until the scheduled hour of clean-up.

- No decorations may be affixed with tape, tacks, nails, screws, etc. to any wall, structure, or furniture in the Homestead.

**Catering:** Licensee must select a caterer from the list of Salomon Farm Park house caterers for service of both food and beverages. (Celebratory cakes and desserts are excluded from this requirement). Licensee shall not bring into Salomon Farm Park any other food or beverages. The Licensee is responsible for the removal of all food and supplies from the facility.

- Salomon Farm Park requires that the Licensee provide confirmation of the selection of the house caterer one (1) month before the Event Date.
- Salomon Farm Park has a separate agreement with our Approved Vendors to provide services and assesses them a fee for food and beverage sales. Please be aware that most caterers will pass this cost along to their customer.
- Catering staff must stay onsite to ensure food safety and Board of Health rules are followed.
- If the event customer uses more than one caterer/vendor, each vendor will be assessed the catering fee.

**Catering and the Service of Alcoholic Beverages**

All alcoholic beverages must be kept in and consumed in the contracted event space. Per State of Indiana excise laws: no alcoholic beverages may leave the premises under any circumstances and no alcoholic beverages may be brought onto the property by the Licensee. Salomon Farm Park requires the licensed caterer to uphold all applicable federal, state, and local laws and Salomon Farm Park policies.

- All alcoholic beverages must be provided and served by a house caterer approved by Salomon Farm Park.
- Alcohol service may not begin before the scheduled security officer has arrived and will end 30 minutes prior to the scheduled ending time of the event.
- No alcohol is permitted on a self-serve basis, and bottles may not be left on tables for guests to serve themselves. (If the Licensee wants to keep any alcohol they paid for from the caterer, then the caterer will have to meet Licensee off Salomon Farm Park premises to arrange pickup of alcohol. Park staff and/or security shall have the authority to monitor the bar.)

**Security:** Security is required for any event scheduled on a Friday, Saturday or Sunday, any event serving more than 80 guests, and/or any event serving alcohol. Salomon Farm Park schedules all security personnel through its own contracted provider and reserves the right to require additional officers based on the guest count.

- Facility rental rates do not include applicable costs for security. Security is subject to market pricing at the time of your event and is a five and one half hour (5 ½ hours) minimum.
- Security is scheduled to start work one half (½) hour before guests arrive and is required to stay until the last person leaves the park. Security and staff lock the facilities and close the park property gate at end of the rental. Licensee could incur additional fees for failure to vacate the park within the agreed upon time-frame.

**Table/Chair Availability and Setups:**

- Salomon Farm Park has 8’ rectangular banquet tables (seating eight (8) people) and chairs that are included in the rental fee. The Farm staff does not set up any tables and chairs.
- Salomon Farm Park will tear down tables and chairs; the Licensee is not responsible for putting away tables and chairs owned by Salomon Farm Park.
- Tables and chairs rented from a third party may not be left on the property after the end of the rental or overnight. All rented items must be picked up before or during the scheduled clean-up time.

**Damage/Defacement of Premises:** Licensee will not injure, mar, or in any way deface the buildings, gardens, grounds, equipment, furnishings, or livestock. No nails, wire hooks, tacks, staples, screws or tape will be attached to or driven into any part of the building, equipment, furnishings, built structures, or plants/trees. Licensee will not make or allow any alterations to the premises. If any part of the premises is damaged by the act, default, or negligence or the Licensee or its agents, employees, patrons, or persons it admits to the premises, or if the premises are in need of excessive cleaning due to the Licensee or its’ agents actions, the Licensee shall pay to the Board of Parks Commissioners, upon demand, the sum necessary to restore the premises to its’ original condition.

**Liability For Property Loss/Personal Injury:** Salomon Farm Park, the Board of Parks Commissioners, the City of Fort Wayne and their respective officers, employees, directors, members, agents, departments and divisions neither assumes nor accepts responsibility for any property placed on or about the premises by the Licensee or others on the property at the Licensee’s request, property damage, personal injury or death caused by Licensee, its agents, Licensees invitees, or representatives or by any third party relating to any activity, incident, accident or conduct occurring on or about Salomon Farm Park in connection with or as a result of this Contract. Licensee hereby waives, releases and discharges Salomon Farm Park, the Board of Parks Commissioners, the City of Fort Wayne and their respective officers, employees, directors, members, agents, departments and divisions from and against any and all claims, lawsuits, damages, and actions, arising

out of the entry upon, operation, occupancy and use of Salomon Farm Park by Licensee, its agents, Licensees invitees or representatives for any reason.

**Indemnity:** Licensee shall defend, indemnify and hold harmless Salomon Farm Park, the Board of Parks Commissioners, the City of Fort Wayne and their respective officers, employees, directors, members, agents, departments and divisions from any and all demands, damages, liabilities, costs and expenses (including reasonable attorney's fees), judgments, settlements, and penalties of every kind and nature arising directly or indirectly out of Licensee's entry upon, occupancy and/or use of Salomon Farm Park including, without limitation, damages to property, personal injury or death arising from or claimed to have arisen from any act or omission to act by Licensee or any of its agents, Licensees invitees or representatives while on or about Salomon Farm Park. Licensee shall not settle or compromise any claim, suit, or action, or consent to entry of judgment without the prior written consent of Salomon Farm Park without an unconditional release of all liability by each claimant or plaintiff to Salomon Farm Park.

I UNDERSTAND AND AGREE TO THESE TERMS:

LICENSEE:

SALOMON FARM PARK:

Printed name: \_\_\_\_\_

Printed Name: **Janelle Windsor Hicks**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

LICENSEE INFORMATION: *Please include information for primary and secondary contacts*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**OFFICE USE ONLY**

*Do not fill out below information if you are the Licensee. Salomon Farm Park staff will complete below information.*

Food vendor: \_\_\_\_\_

Alcohol vendor: \_\_\_\_\_

Additional companies delivering items: \_\_\_\_\_

Set up time: \_\_\_\_\_ Event time: \_\_\_\_\_ Clean up time: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_