

# Fort Wayne Parks and Recreation Pavilion Rental Contract

[www.fortwayneparks.org](http://www.fortwayneparks.org)

705 East State Boulevard, Fort Wayne, IN 46805

Phone: (260) 427-6000

Fax: (260) 427-6020

## Pavilion Reservation Requirements

- More than 1 month in advance: **Non-refundable** deposit of 20% of the total pavilion fee and signed Pavilion Rental Contract. Balance of fee due in two weeks.
- Less than 1 month in advance: Total pavilion fee is due and is **non-refundable/non-transferable**. Reservation must accompany signed Pavilion Rental Contract.

## Pavilion Rental Guidelines

1. The \_\_\_\_\_ Pavilion may only be occupied from **9:00 am** on \_\_\_\_/\_\_\_\_/\_\_\_\_ to **11:00 pm** on \_\_\_\_/\_\_\_\_/\_\_\_\_. Pavilions must be vacated by 11:00 pm. Entering the pavilion before or after this time/date is prohibited.
2. City ordinance (97.18) requires the pavilion and grounds be cleaned and left in their pre-rental condition. This includes sweeping and/or mopping the floor, if necessary. Please bring your own plastic garbage bags, paper and cleaning products (including toilet paper and hand soap). **All trash should be properly disposed of in the containers provided and left inside the pavilion.** City ordinance (97.24) places responsibility for any damage to the pavilion, equipment or grounds on the person who signs below.
3. Pavilions must be securely locked after use.
4. **City ordinance (97.20) prohibits the use of intoxicants in city parks and pavilions.** Alcoholic beverages are not to be consumed, sold or given away on the premises. Smoking inside pavilions is also prohibited by city ordinance. These ordinances are strictly enforced.
5. Materials shall not be displayed against or nailed to the walls or woodwork nor attached to draperies. Directional signs may be placed in the ground outside the pavilion but must be removed when your party leaves the park. **Directional signs may not be nailed, taped or attached in any way to park signs.**
6. Pavilion users shall not sell items or food in the pavilion or park without a vending license from Parks and Recreation (city ordinance 97.21). To obtain a vending license application, call 427-6000 at least three business days before your event.
7. Minors or student groups holding activities that include dancing in the pavilions must employ a security officer. All minor use requires an adult chaperone.
8. Each pavilion will be set up to capacity. The Department cannot supply extra tables and chairs. Please return tables and chairs to their original pre-rental positions.
9. The Fort Wayne Parks and Recreation Department and its employees shall not be responsible for damage to/or loss of property upon city premises sustained by applicant, participant in a program or patron of any program held on city property.
10. Because city parks are designated for public use, reserved parking is not provided for pavilion users. Parking on the grass or driving through the grass is prohibited and is a violation of city ordinance 97.76.
11. Due to changes and updates to pavilions, the items listed in the Pavilion and Shelters Rental Guide may vary.
12. City ordinance (96.05) prohibits the play, use or operation of any machine or device for producing or reproducing sound in public parks if the sound generated is audible at a distance of 30 feet from its source; therefore, bands and DJ's are not permitted in park pavilions.
13. Inflatables must be powered by a generator. Do not plug them into the power in the pavilion. You will blow a breaker.

## Key Deposit/Pickup

All pavilion users (except Foster #2, Franke #2 and Swinney) are responsible for obtaining a key for unlocking and locking the pavilion.

1. Keys must be picked up from the Parks and Recreation Department Administration Building in Bob Arnold Park (State and Parnell, entrance off Parnell at Nettie Avenue traffic light) between 8am and 4:30pm. **Keys may be picked up one day prior to weekday reservations or on Friday for weekend reservations (or earlier if you are renting over a holiday).** The office is closed on most federal holidays. Contact the office at least one week prior to your event if it is on or near a federal holiday for your pickup date. **You may not enter the pavilion until the date and time stated above and on your permit.**
2. A refundable deposit of \$10 is required when the pavilion key is picked up. If your key deposit is paid by check or credit card, you may return your key in our 24-hour drop box located at the front entrance of the Administrative Building. Your check or credit card number will then be shredded. Cash deposits are accepted with exact change only and are only refunded in person when the key is returned within three business days and deposit picked up at that time. Cash deposits not picked up within seven days are forfeited. **All keys must be returned within three business days or the key deposit is forfeited.**
3. If you fail to pick up your pavilion key during office hours you may call 427-1222 to request assistance. **A cash fee of \$30 will be required to obtain your key.** Ten dollars of this fee will be returned when the key is returned and your deposit is picked up within three business days.

## Refund/Transfer\* Policy

Please notify the Department (260-427-6000) if you wish to cancel or reschedule your pavilion reservation. Refunds/transfers for cancelled or rescheduled pavilion reservations shall be granted as follows:

- |                          |   |
|--------------------------|---|
| 6 or more months notice  | Refund less 20% deposit <b>OR</b> Transfer* with a \$5 or 10% processing fee (whichever is greater) |
| 3-5 months notice        | Refund less 20% deposit and 20% processing fee <b>OR</b> Transfer* with a 20% processing fee        |
| 1-2 months notice        | <b>NO REFUND</b> /May Transfer* with a processing fee of 30%  |
| Less than 1 month notice | <b>NO REFUND/NO TRANSFER</b>  |

\*Note: Reservations may be transferred only one time. Transfer must be within 365 days of the date transfer is requested. Transfer processing fee must be paid at time of transfer request. Transfer processing fee is 10%, 20% or 30% of the total pavilion fee.

I have **READ** and **AGREE** to all of the above. I understand that disregard for these conditions could result in the forfeiture of future pavilion use. I also understand that violating a city ordinance could result in fines of up to \$2,500.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name \_\_\_\_\_ Reservation # \_\_\_\_\_ Deposit Receipt # \_\_\_\_\_

**?? Questions/Problems ?? If you experience a problem with your pavilion on a weekend, holiday or after 5:00pm on a weekday, please call City Communications at (260) 427-1222 and request a Park Unit be sent to help. This is the non-emergency number for the police department. Monday through Friday, 8:00am to 5:00pm, please call the Parks and Recreation Department at (260) 427-6000.**

