

**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: 25**  
**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.

**Park Rules**

- Salomon Farm Park is a Fort Wayne City Park and is open to the public from 6:00am-11:00pm. The public is not permitted inside a building 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 animals.
- Children and adults may not climb on or over fences and gates or have access to the animal pens.
- Children must be supervised at all times on the property.
- 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.

**Times**

- Weekend (Fri, Sat, Sun) Old Barn rentals start at 8-hours; 3 hours are allotted to same-day setup, 4 hours are allotted for event time, and 1 hour is allotted for cleanup time. Same-day setup time and event time can be added per hour for additional fees.
- Weekday (Mon-Thurs) Old Barn rentals and all Learning Center rentals are 6 consecutive hours. Additional time may not be added. If the Old Barn and Learning Center are both booked then the 8-hour rental policy applies.

- Events and/or setup may begin as early as 9am. For weekend Old Barn rentals, the cleanup hour must start no later than 10pm. All events/cleanup must end by 11pm.
- Homestead rentals are 6 consecutive hours. If the Homestead is rented in conjunction with the Old Barn then the Homestead will be locked at the beginning of the event time.

**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 policies are 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:

**Wagon rides to/from covered bridge:** For an additional fee a wagon ride may be booked to take no more than 20 people at once to the covered bridge and back. Only one round-trip ride will be provided during the rental.

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

- 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, 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 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.
- Licensee is responsible for removing any and all decorations they brought in before the end of their scheduled rental. Items may only be left overnight if the Licensee has rented multiple days and has received written approval from Farm Park staff.

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

- Salomon Farm Park staff will provide trash receptacles, can liners, and stock all restrooms prior to and during the event. During Old Barn and Homestead events the staff will remove trash. During Learning Center events the Licensee is responsible for taking trash to the dumpster just west of the Learning Center parking lot.
- For Learning Center rentals, the Licensee will be provided cleaning supplies (rags, soap, water, brooms, and mops). The Licensee is responsible for cleaning spills, wiping tables, chairs, and counters, sweeping debris, removing trash, and leaving the Learning Center in the condition it was found at the beginning of the rental.
- The Licensee is responsible for setting up tables and chairs. Farm Park staff is 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 rental time.
- 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 rental 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 in the Old Barn 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 Park staff.
- Tables and chairs included in rental cannot be used outdoors.
- 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 written 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:** 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 Park's nearby neighbors. It is preferred that DJs bring their own tables.

**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 25 guests.
- If the Homestead is rented in conjunction with another facility on the same day, once the event begins the Homestead will be locked by Park staff and will not be reopened until the scheduled clean-up.
- No decorations may be affixed with tape, tacks, nails, screws, etc. to any wall, structure, or furniture in the Homestead.

**Catering:**

**Old Barn:** Due to the barn's rustic nature all events must be catered using a caterer from the list of Salomon Farm Park approved caterers for service of both food and beverages. Celebratory cakes and desserts are excluded from this requirement. **Learning Center:** For all events with more than 80 people the Licensee must select a caterer from the list of Salomon Farm Park approved caterers for service of both food and beverages. Celebratory cakes and desserts are excluded from this requirement. Events with less than 80 people are not required to use an approved caterer and may carry in their own food. **Homestead:** The Licensee may carry in food and non-alcoholic beverages. No alcohol is permitted in the Homestead.

**All facilities:**

- For catered events, 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.
- For catered events, 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.

**Alcoholic Beverages:**

Alcohol may not be carried in; all alcohol must be provided and served by licensed bartender from an approved caterer. Farm Park staff and/or security reserve the right to remove and dispose of alcohol without compensation to the Licensee or their guests. 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 one of Salomon Farm Park's approved caterers.
- 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 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.

- 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.
- The Manager of Outdoor Recreation reserves the right to waive security requirement; written request and approval are required.

**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 of 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: \_\_\_\_\_  
 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/alcohol vendor(s): \_\_\_\_\_  
 Set up time: \_\_\_\_\_ Event time: \_\_\_\_\_ Clean up time: \_\_\_\_\_