

FAQ regarding Salomon Farm Park VENUE RENTAL use...

Do I have to use a caterer on your list or can we bring our own food?

We have a list of our approved food & beverage vendors you must use. Catering staff must stay onsite during your event to ensure food safety and Board of Health rules are followed. You are more than welcome to host a dessert only event, which does not require an approved caterer for any number of guests. Please tell the rental coordinator what you plan to do regarding catering. For the Wolf Family Center venue only, you may bring in your own food if you have less than 80 guests as well as use any vendor off our list for events under 80 guests, too.

Is alcohol allowed at our event?

Yes - but alcohol may not be carried in by anyone to the city farm park. All alcohol must be provided and served by a licensed bartender from our approved beverage vendor. Salomon 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 law.

How do I make sure my date is confirmed?

If the date you are requesting is available, you will fill out the rental reservation contract and submit it to the Salomon Farm Park Rental Coordinator along with 50% of the total rental fee, which is the rental venue fee plus applicable security fee and can be paid with cash, check, or a card. The remaining balance of your rental fee is due no later than one month before your event. Dates are secured and reserved for you when a signed contract and a deposit (or payment in full) is received and processed by the rental coordinator and main office staff.

Do you provide chairs and tables?

Yes - but they must stay inside the rental venue. We do not offer chairs nor any tables to be used outdoors. Many local vendors rent outdoor chairs for this specific use. Please remember that you need to plan to have these to be delivered AND picked up during your rental time at Salomon Farm Park. SFP staff will not be responsible for any items left at the park.

Do you provide tablecloths?

No - but many caterers offer these items.

Do you have a sound system or TV screens we can use?

The Wolf Family Center has both a sound system and a TV screen, but the Old Barn nor the Homestead have them. Please let the rental coordinator know if you need/plan to use either. Note: TV screens can only be used for PowerPoint presentations and/or picture slideshow looping. No other uses are allowed – i.e. watching movie, sports game, internet use, etc.

Do I have to work with approved vendors for other services - i.e. florist?

No - we do not have additional requirements for florists, photographers, decorators, nor musicians/DJs, but please coordinate your rental times with all your vendors as your contracted venue will not be open outside your rental times.

Can I have a tent and/or an inflatable at my event?

Tents and canopies are regulated by the Indiana Department of Homeland Security and must meet their requirements for fire safety; therefore, any and all tents for private events must be approved by the Manager of Outdoor Recreation at least 3 months in advance. Private tents cannot be used on the property for rentals. Inflatables are not allowed inside any venues. All

outside inflatables must be approved by the Manager of Outdoor Recreation and set-up/torn down by a professional tent company.

My event is from 5:00 pm to 9:00 pm. Why am I charged more than 4 hours of security?

Security Officers are scheduled to arrive ½ hour before the start of your event and/or alcohol is served and must stay on the property until all guests and renters have left the venue at the end of your rental time. Please note the time of your rental.

QUICK RULES

- ❖ All buildings on the property have been designated as smoke and vape free environments, including rental venues, barns, and restrooms. An outdoor area with receptacle is provided and is away from the buildings for smokers.
- ❖ Pets are not allowed inside any of our rental venues.
- ❖ No bales of hay/straw are allowed inside any of the venues.
- ❖ No flammables/open flames of any kind are allowed on the Salomon Farm Park property - i.e. fireworks, sparklers, paper lanterns, heaters, air conditioners, etc.
- ❖ No decorations may be affixed with tape, tacks, nails, screws, etc. in any building, structures, and/or trees. We already have hooks and some nails in place for you to use.
- ❖ No decorations may be hung from rafters or ceiling of any building.
- ❖ Rentals do not include a separate date for rehearsal time (unless reserved).
- ❖ Security is needed for any event with alcohol.

Now that you have read some FAQs and quick rules about Salomon Farm Park, what are the next steps in the venue rental reservation process?

1. Look over pricing of the venue rentals and options.
2. Contact the Rental Coordinator at Salomon Farm Park via email at FarmRental@cityoffortwayne.org or call (260) 427-6790 ext. 1 to check availability.
3. If your desired date is open for a rental, read the Salomon Farm Park rental reservation contract and fill out the areas on all necessary paperwork (pages 1 & 7).
4. Return completed paperwork via email or schedule a time with the rental coordinator to drop it off at the farm park. If sending it via email, please save the pages as PDFs for easier processing.
5. The total fee of 50% is due when the rental reservation contract is submitted to secure and reserve a date. Payment can be made with cash, check, or a card. The remaining balance is due no later than one month prior to event. If your event is less than a month away, payment-in-full is needed to secure and reserve the date.
6. Start planning your event!