

Salomon Farm Park Rental Reservation Contract

817 W. Dupont Road Fort Wayne, IN 46825

Fort Wayne Parks Department Main Office: 705 E. State Blvd. Fort Wayne, IN 46805

Event Date: _____ Primary Contact/Licensee: _____

Event Type: _____ Expected Attendance: _____

Year Rate: _____ Time of RENTAL: _____ to _____

Venue(s): _____ Time of Event: _____ to _____

Rental Fee: _____ Licensee leaves by: _____

Security Fee: _____ Security on duty from: _____ to _____ = _____ hrs.

Add-On/Additional Fees: _____ Alcohol will be served More than 80 guests

Total Event Fee: _____ Selected Caterer: _____

*Deposit (50% of Total Event Fee): _____ Caterer arriving at: _____

Remaining Balance: _____ Selected Beverage Vendor: _____

**Remaining Balance Due: _____ Beverage vendor arriving at: _____

Other Event Information: _____

How did you hear about us?

~ Social Media ~ Word of Mouth ~ Website ~ Flyer ~ Event ~ Other: _____

IMPORTANT – Contracts/Deposits/Bookings are done through the Salomon Farm Park Rental Coordinator (SFPRC). For effective communication, please select a primary contact person from your party for the rental/event booking. **The SFPRC is not responsible for communicating with multiple individuals associated with bookings, only with the primary contact listed on Page 7.** Should the primary not be reachable, the secondary contact would be contacted, but only in that situation will the secondary contact listed on Page 7 be contacted.

***DEPOSIT/CONTRACT** – A deposit of 50% of the Total Event Fee, which includes rental fee + security fee (if applicable), is due upon booking. No dates will be secured/booked without receipt of a deposit and a signed contract. A confirmation receipt is emailed to primary contact after processing/reservation has occurred within 1 – 2 business days. Please reach out if you do not receive one.

CANCELLATION/REFUND POLICY – Six (6) or more months prior to an event – A full refund minus 20% of the initial deposit. Less than Six (6) months prior to the event – No refund UNLESS equal booking is attained. Above penalties apply. Please note: Cancellation of additional items to your reservation including, but not limited to, additional time, security, additional event add-ons, etc. will be subject to a 10% processing fee if cancelled separately from your rental.

TRANSFER TO A NEW DATE – Transfer fee of 20% of the initial required deposit; subject to availability and possible price increase of new date. **Only one transfer per licensee per event.**

****PAYMENT OF BALANCE** – The remaining balance of the Total Event Fee 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 and these fees are non-refundable and non-transferable.

Park Rules

- ❖ Salomon Farm Park is a Fort Wayne city park and is open to the public from 6:00 am – 11:00 pm. The public is not permitted inside a venue when it is rented and SFP staff will be present to enforce this.

Rental Venue Guest Capacities

Historic Old Barn ---- 170 guests

Wolf Family Center ---- 150

Salomon Family Homestead ---- 25

Covered Bridge Open Space ---- 50

North Flower Garden ---- 50-150

Payment Information

Deposit paid by CASH ___ CHECK # ___

Credit Card

VISA MASTER CARD DISCOVER

Card #: ___ / ___ / ___ / ___

Card Expiration Date: _____

3-Digit Code: _____

Name on Card: _____

Card Billing Address: _____

Park Rules (continued from Page 1) –

- ❖ Help keep the farm animals healthy and do not feed the animals.
- ❖ Children and adults may not climb on or over fences nor 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 venues.

Rental Time Specifics –

- ❖ **Old Barn Weekend (F/Sa/Su) rentals** are 8-consecutive hours.
 - Use the 8-hours for set-up, event time, and clean-up.
 - Last hour of your 8-hour rental MUST be designated for clean-up and starts no later than 10 pm. Security stays until clean-up is over.
 - Only for 8-hour Old Barn rentals can same day additional time can be added per consecutive hour for \$100/hr.
 - Security arrives 30-minutes before any guests arrive and/or before alcohol is served by an approved licensed beverage vendor. Please reference our approved vendor list.
 - For security, there is a 4-hour minimum requirement.
- ❖ **Old Barn Weekday (M-Th) rentals** are 6-consecutive hours.
 - No additional time may be added to Old Barn weekday (M-Th) rentals.
 - Security arrives 30-minutes before any guests arrive and/or before alcohol is served by an approved licensed beverage vendor. Please reference our approved vendor list.
 - For security, there is a 4-hour minimum requirement.
- ❖ **Wolf Family Center rentals** are 6-consecutive hours.
 - **For Wolf Family Center: (2) rental timeframes are available – either 9 am – 3 pm OR 4 pm – 10 pm.**
 - No additional hours of time may be added to a Wolf Family Center 6-hour rentals.
 - Note: If the Old Barn and Wolf Family Center are booked together, the 8-consecutive hour rental policy applies for both venues rented.
 - Security arrives 30-minutes before any guests arrive and/or before alcohol is served by and approved licensed beverage vendor. Please reference our approved vendor list.
 - For security, there is a 4-hour minimum requirement.
 - **NO Licensee nor any guest for the contracted rental/event may use the (2) induction cooktops in the kitchen.**
 - A TV is available in the Wolf Family Center for use of PowerPoint presentations or slideshows. TV access is limited to PowerPoint presentations and slide shows. No other TV usage will be allowed. A microphone is also available.
 - All the (19) 8 ft long rectangular tables and (150) chairs included in venue rental are for inside venue use only.
- ❖ **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 start of the event time (beginning of ceremony and/or reception), and unlocked at the end of the event time.
 - No additional time may be added to a Homestead 6-hour rental.
 - No security is required for the Homestead due to having 25 (or less) guests and NO ALCOHOL being allowed in venue.
- ❖ **Covered Bridge Space rentals** are only a 2-consecutive hour block.
 - **Additional Set-up/Tear down time may be added to the Covered Bridge Space rental (per hour).**
 - No additional time may be added to the actual ceremony portion of the rental.
 - **No ceremonies may take place on/under the covered bridge.** All guests must be in the primitive open space nearest the covered bridge and is for up to 50 guests.
 - No chairs or tables are provided by Salomon Farm Park for the rental of this space rental.
 - Parking for this covered bridge space area is in the designated area along Till Road (parallel to Dupont Road) for both Licensee and guests. Gate near this parking lot is locked at all times.
 - **No motorized vehicles may travel up to/over the covered bridge AT ANY TIME before, during, or after rental.**
 - No chairs or tables are provided by Salomon Farm Park for the rental of this space rental. Parking for this covered bridge area is in the designated area along Till Road (parallel to Dupont Road) for both Licensee and guests
 - Photography is allowable on/under the covered bridge by your chosen photographer.
 - **NO ALCOHOL is permitted during a Covered Bridge Space rental.**
 - No transportation by Salomon Farm Park staff for any licensee and/or their guests for their event is allowable.

- ❖ Tents, chairs, and tent (required) permits would be the responsibility of the Licensee and would need to be dropped off/picked up during your scheduled rental time. A copy of the tent permit must be submitted to the SFP Operations Manager for approval and kept on file.
- ❖ All rentals may begin as early as 9:00 am but not any earlier, and the hours are consecutive.
- ❖ All Old Barn, Homestead, and Wolf Family Center event rental clean-ups must end by 11 pm – the time the park closes.

Additional Event Add-ons –

Important: ALL ‘Additional Event Add-ons’ including outdoor space rental areas, animal experiences, wagon rides, arches, and stanchioned event space are all NON-REFUNDABLE; thus, no refunds will be given. Please note that event “Add-ons” can be added up to 48 hours before the scheduled event, but please plan accordingly.

Stanchioned Event Space – For an additional fee, a 30’ x 30’ stanchioned area is set-up directly outside the Old Barn on the east side nearest where the bar will be located inside the Old Barn near the kitchen. Alcohol can be taken into this area only if an approved licensed beverage vendor and security officer are on premises for the entirety of the event venue rental. **NO ALCOHOL MAY BE BROUGHT IN BY THE LICENSEE OR ANY OF LICENSEE’S GUESTS FOR THE LICENSEE’S SCHEDULED EVENT.**

Wagon Ride – For an additional fee, a wagon ride may be booked to take no more than 18 people for a wagon ride. All riders must stay seated during the duration of the wagon ride. Only one round-trip ride will be provided during the event time and an already pre-selected time must have been discussed with SFPRC prior to the event. No food nor drink is permitted on/during the wagon ride.

Animal Experience – For an additional fee, SFP staff will accompany up to six people at a time into specified animal pen(s) chosen by the SFP staff. Not all animals will apply. This add-on is only available during the event time and an already pre-selected time must have been discussed with the SFPRC prior to the event. This animal experience add-on is subject to change at any time by SFP staff.

Wedding Arch – For an additional fee, a hexagon, square, A-frame, or cross can be added per request and availability.

North Flower Garden Space – For an additional fee, the North Flower Garden space may be rented for a 3-hour minimum. This is the perfect area for a rehearsal dinner of up to 50 guests (with included rustic farm table/chairs) and/or a ceremony for up to 150 guests (guest ceremony chairs would need to come from an outside vendor). This North Flower Garden Space is located south of the Wolf Family Center and is enclosed by a fence. There are two metal gates on opposite ends of the garden for easy guest access into the garden. This is a perfect area for a rehearsal dinner and/or a ceremony. Note: Outside vendor chairs would need to be dropped off and picked up during the rental timeframe.

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.

To help us preserve and protect historic buildings, public parkland, wildlife and domestic livestock, and this valuable community resource, the Licensee agrees to the following restrictions.

Decorations –

- 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 venues nor will Salomon accept donations of hay/straw.
- All buildings on the property have been designated as smoke/vape free environments, including venue 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. Licensees utilizing the Old Barn may provide fans for their event. Please plan your event accordingly.
- No decorations may be affixed with tape, tacks, nails, screws, etc. in any building, structures, or trees. **Command strips/hooks are acceptable.** 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.

Decorations (continued from page 3)

The Licensee is subject to associated litter fines and veterinary bills incurred as a result of livestock ingesting litter – not limited to confetti, rose petals, ribbon, etc. - from the event.

- No CONFETTI, whether individual and/or inside balloons. When balloons pop before/during/after the event, they litter the buildings and/or farm. The Licensee is subject to associated litter fines and veterinary bills incurred as a result of livestock ingesting litter – not limited to confetti, rose petals, ribbon, etc. - from the event.
- No decorations, lights, signage, furniture, or other items may be placed on/in plants, trees, garden beds or water features on Salomon Farm Park's property.
- Licensee is responsible for removing any - and all - decorations they brought in before the end of their scheduled rental time. Items may only be left overnight if the Licensee has rented multiple days and has received written approval from Salomon Farm Park staff.

Housekeeping/Storage/Decorating –

- Salomon Farm Park staff will provide trash receptacles, can liners, cleaning supplies, and stock all restrooms prior to and during the event. During **Old Barn and Homestead rentals**, the SFP staff will remove trash.
- For the **Wolf Family Center rentals**, the Licensee:
 - is responsible for cleaning spills, wiping tables, chairs, and counters, sweeping debris, and removing trash, **and will be provided by the Salomon staff cleaning supplies – rags, soap, water, brooms, and mops.**
 - is responsible for taking trash to the BLUE dumpster just west of the Wolf Family Center parking lot.
 - is responsible for leaving the Wolf Family Center in the condition it was found at beginning of the rental.
- The Licensee is responsible for setting up tables and chairs in the Wolf Family Center and Old Barn rentals only.
- 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, during, and/or by the end of the scheduled rental time.
- All deliveries should be scheduled to arrive during the Licensee's rental time. All items not belonging to Salomon Farm Park must be picked up at the end of the event and removed from the venue. 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 SFP staff.
- Salomon Farm Park does not provide linens, service ware, party supplies, extension cords, or decorations.
- 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 ceilings of any building.
- Licensees may decorate the venue 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 reserved with a signed contract.
- Portable inflatables or bounce houses are not permitted inside the rental facilities/venues.
- Outdoor inflatables are permitted with written approval from the Supervisor of Salomon Farm Park, and ALL approved outdoor inflatables must be rented from an outside party rental company.
- A TV is available in the Wolf Family Center for use of PowerPoint presentations or slideshows. TV access is limited to PowerPoint presentations and slide shows. No other TV usage will be allowed. A microphone is available.

Outdoor Use –

- Outdoor use such as wedding ceremonies or outdoor activities (i.e. yard games, picnicking, etc.) is permitted in the immediate areas around the rented venue.
 - The following restrictions apply:
 - Rentals do not include a separate date for rehearsal time (unless reserved).
 - Rentals include use of the rented venue, bathroom facilities (adjacent building for Old Barn), and the immediate surrounding grounds. Ceremonies may take place in outdoor areas approved by Salomon Farm Park Rental Coordinator.
 - Tables and chairs included in rental CANNOT be used outdoors.
 - No access to the basement of the Old Barn, nor basement or second floor of the Homestead, is permitted for any reason during any venue rental.
 - Nothing may be driven or staked into the ground without prior written approval from the Salomon Farm Park Operations Manager.

Outdoor Use (continued from page 4)

- Tents and any event inflatables are not permitted without prior written approval from the SFP Operations Manager. A professional company must set-up/tear down. More info on page 3.

Venue Parking – Wolf Family Center, Old Barn, and Homestead guests may park in the lot for the rented venue (i.e. if the Licensee books the Wolf Family Center, guests and Licensee may only use the Wolf Family Center parking lot). Overflow parking in grassy areas is not permitted and Licensee may be responsible for damages to property caused by improper parking by their guests.

Music Consideration – 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 Salomon Farm Park's nearby neighbors. Note: It is also preferred that DJs bring their own table(s).

Homestead Venue Rentals –

- ❖ **No alcohol is permitted in the Homestead.** Salomon Farm Park staff and security officer(s) 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 nor décor in the Homestead be moved or taken down.
- ❖ For events in which the Licensee rents **both the Homestead and the Old Barn**, the Homestead may still only be used for 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 Salomon Farm Park staff and will not be reopened until the scheduled clean-up time begins.
- ❖ No decorations may be affixed with tape, tacks, nails, screws, etc. to any wall, structure, or furniture in the Homestead. **Command strips/hooks are acceptable.**

For All Catered Events – Salomon Farm Park...

- Requires the Licensee provide confirmation of the selection of the house caterer at least one (1) month before event.
- Has a separate agreement with our approved vendors to provide services and assess a fee for food and beverage sales. Please be aware that most caterers will pass this cost along to their customer. If the Licensee uses more than one caterer/vendor, each vendor will be assessed the catering fee. See a copy of catering rates/fees table below.

	Catering Rates
Mon – Thur Rental	
Old Barn (all events)	\$75.00
Homestead	\$0.00
Wolf Family Center (events with 80+ people, no fee for events under 80 people)	\$75.00
Old Barn + Homestead (all events)	\$75.00
Fri, Sat, Sunday Rental	
Old Barn (all events)	\$350.00
Old Barn + Homestead (all events)	**\$400.00
Wolf Family Center (events with 80+ people, no fee for events under 80 people)	\$350.00
Full facility (all three buildings; all events)	**\$400.00

****Food catered to the Homestead before the start of the renter's event may be picked up or dropped off and need not be staffed by catering business. Food catered to Old Barn and/or Wolf Family Center must be staffed by catering business to ensure Board of Health rules are followed.** Please note: Salmon Farm Park prides itself in transparency and customer service. Our staff may verbally inform clients of any applicable catering fees specific to their venue rental reservation contract. However, informing clients of catering fees is also the responsibility of the caterer for their privilege of being an approved caterer of an event in our venue settings, as their service reflects directly upon our venue(s).

See Page 6 of 7 for Venue Catering Specific Information.

Venue Catering Specific Information –

- ❖ **Old Barn** – Due to the Old Barn’s rustic nature,
 - **ALL Old Barn events must be catered using a caterer from the list of Salomon Farm Park approved caterers for service of both food and beverages. Applicable catering fees apply. Catering staff must stay onsite during event.**
 - *Desserts and celebratory cakes are excluded from this requirement. A dessert-only event does not need to have a chosen approved vendor from the SFP approved vendor list.*
- ❖ **Wolf Family Center** –
 - For all events with more than 80 guests, the Licensee must select a caterer from the list of Salomon Farm Park approved caterers for service of both food and beverages. Applicable catering fees apply. Catering staff must stay on site to ensure Board of Health rules are followed.
 - Desserts and celebratory cakes are excluded from this requirement.
 - Events with less than 80 guests are not required to use an approved caterer and may carry in their own food.
 - If under 80 guests, a different caterer may be used and they would not be charged the SFP catering fee. However, the SFP Rental Coordinator will need to know who you chose. Also, with under 80 guests, catering staff does not need to stay on site.
- ❖ **Homestead** –
 - The Licensee may carry in food and **non-alcoholic** beverages.
 - No alcohol is permitted in the Homestead.
 - No catering is required.

ALCOHOLIC BEVERAGES – ALL alcohol must be provided and served by a licensed bartender from an approved vendor. Alcohol brought in by the licensee and/or their guests is strictly prohibited. Salomon Farm Park staff and/or security officer 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 venue space and/or additional contracted stanchioned area (30 x 30 open space) off Old Barn.

Per State of Indiana excise law:

- ***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.***
- ***Alcohol service may not begin before the scheduled security officer has arrived and will end (aka the LAST CALL) thirty (30) minutes prior to the scheduled ending time of the event.***
- ***No alcohol is permitted on a self-serve basis nor can any bottles be left on tables for guests to serve themselves. If the Licensee wants to keep any alcohol they paid for from the caterer, the caterer will then have to meet Licensee off Salomon Farm Park premises to arrange pick-up of alcohol. SFP staff and/or security shall have the authority to monitor the bar.***

Security – A security officer...

- **Is required for any event serving more than 80 guests.**
- **Is required for any event serving alcohol.**
- **When security is needed for an event, all security shifts are a 4-hour minimum and at *market rate fee charged for the service at the time of licensee’s signed rental agreement and minimum deposit.**
- Is scheduled by the Salomon Farm Park staff through its own contracted provider (ASI) and reserves the right to require additional officers based on the guest count and number of contracted venues for same event.
- For the Old Barn, security is a minimum of 4-hours for an 8-consecutive hour rental, and is subject to *market rate fee at the time of licensee’s signed rental agreement/deposit. Additional security time can be added for a fee to the base 4-hours.
- Is scheduled to start work one half hour (30 minutes) before guests arrive and/or alcohol is served and is required to stay until the last guest from event leaves the park. Security and Salomon Farm Park staff lock the contracted venue(s) at the end of the rental. Licensee could incur additional fees for failure to vacate Salomon Farm Park at the agree upon time.
- ***Venue rental fees do not include applicable costs for security. Cost of security is in addition to venue fee.***
- Security fee can be waived for any event having less than 80 guests and/or no alcohol with a written request to the Salomon Farm Park Operations Supervisor - who reserves the right to waive security requirements.

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, Licensee's 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, Licensee's invitees or representatives for any reason.

Indemnity – Licensee shall defend, indemnify and hold harmless Salomon Farm Park, the Board of Park 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, Licensee's 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.

Salomon Farm Park Rental Reservation Contract

I UNDERSTAND AND AGREE TO THESE TERMS OF THIS CONTRACT:

LICENSEE/PRIMARY CONTACT:

SALOMON FARM PARK Rental Coordinator:

Printed Name: _____

Printed Name: _____

Signed: _____

Signed: _____

Date: _____

Date: _____

LICENSEE/PRIMARY CONTACT INFORMATION: *(Please include information for both a **PRIMARY** and a **SECONDARY** contact.)*

LICENSEE/PRIMARY CONTACT

***SECONDARY CONTACT**

Name: _____

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

***Please note for effective communication, the Licensee/primary contact is the sole person who will be contacted and spoken to regarding this booking/rental reservation contract/agreement/event. The Salomon Farm Park Rental Coordinator is not responsible for communicating with multiple individuals associated with this specific booking/rental reservation contract/agreement/event. In the situation the Licensee/primary contact is repeatedly unreachable, it is only then the secondary contact would be contacted.**

Thank you for understanding our guidelines for quality customer service and privacy!