

## Fort Wayne Parks and Recreation Wedding Area Rental Contract

### Wedding Area Guidelines:

1. Some floral displays may be off peak or between plantings the day of your booking. While we make every effort to ensure the gardens are well tended, we cannot guarantee the conditions of the grounds or floral displays the day of your event.
2. There are NO REFUNDS for wedding area reservations. You may, however, change your date, time period or wedding site for a processing fee of 20% per two hour increment within 364 days of your original date. All changes must be paid for at the time of the request. We accept Visa, MasterCard, cash and personal checks. Phone transactions require payment by credit card.
3. You have exclusive use of the wedding area for the times specified on your permit. All set up and tear down must be completed within this time period.
4. Tents and/or canopies are prohibited in the wedding areas.
5. The only substance that may be dropped and left on the ground is bird seed. (silk or real flower petals, rice, etc. are strictly prohibited.)
6. The Fort Wayne Parks and Recreation Department does not supply chairs for garden weddings. We recommend that you have your guests stand. If you plan to provide seating, you must reserve the area for a minimum of 4 hours to allow for set up and removal of chairs. Chairs may not be set up before your reserved time period, nor left on the premises beyond your reserved time period.
7. Because city parks are designated for public use, reserved parking is not provided for weddings. **Parking or driving on the grass is prohibited and is a violation of City Ordinance 97.76.** Any damage done by you or anyone acting on your behalf will be billed to you. Please make everyone aware of this including any rental company you may choose to use.
8. You are required to have your permit with you at all times when in the garden area. If an emergency arises while in the park, please call 427-6000 Monday through Friday, 8:00 a.m.-5:00p.m. On weekends, holidays or after 5:00pm call City Communications at 427-1222 and request a park unit. If no response call 740-2228.

I have READ and AGREE to the wedding area guidelines outlined above. I understand that disregard for these conditions could result in the forfeiture of future park area use.

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

Please complete this form and submit the white copy to:  
Fort Wayne Parks and Recreation  
705 East State Boulevard  
Fort Wayne, IN 46805  
Fax Number: (260) 427-6020



Questions? {260} 427-6000