

Fort Wayne Parks and Recreation
Special Use Policy
(Revised 11-16-06)

Existing Special Use Policies

Alcohol is currently available under the following guidelines.

1. Community Center

- A. Purchase \$25.00 Special Use Permit from Community Center.
- B. All events must obtain an ATC Permit or use a caterer defined as “ a state licensed beer, liquor, and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises.” This does not include liquor stores or drug stores that have a three way license.
- C. Permit (s) must be clearly posted at the event.
- D. Alcohol must be served by a licensed bartender.
- E. Uniformed security will be scheduled by Community Center staff and paid by the group at the event.

2. Conservatory

- A. Must hire alcohol services from the approved Conservatory caterer list.
- B. Alcohol must be served by a licensed bartender.
- C. Uniformed security will be scheduled by Conservatory staff and security fee will be pre paid by the user group to the Conservatory.

3. Headwaters Park

- A. All events must obtain an ATC Permit or use a caterer defined as “a state licensed beer, liquor, and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises.” This does not include liquor stores or drug stores that have a three way license.
- B. Alcohol must be served by a licensed bartender.
- C. Forward a permit copy to Headwaters Office.
- D. Permit (s) must be clearly posted at the event.

4. Foster Park Golf Course

- A. Beer and wine are permitted at private outings of 30 or more players.
- B. Outing organizers must obtain an ATC Permit or use a caterer defined as “ a state licensed beer, liquor, and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises.” This does not include liquor stores or drug stores that have a three way license.
- C. Permit must be shown to golf course staff and clearly posted in the pavilion before alcohol can be brought on premises.
- D. Alcohol must be contained inside the outing pavilion.
- E. Alcohol must be served by a licensed bartender.

- F. Golf outings may be required to provide uniformed security at the discretion of golf course management.

5. Fort Wayne Childrens Zoo

- A. Alcohol will be served at private events not accessible to the general public. No person under the age of 21 shall be admitted to said event.
- B. Alcohol will not be permitted on Sundays.
- C. Alcohol must be served by a licensed bartender.
- D. A uniformed officer must be present.
- E. Outing organizers must obtain an ATC Permit or use a caterer defined as “ a state licensed beer, liquor, and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises.” This does not include liquor stores or drug stores that have a three way license.

Proposed New Special Use Policies

1. Freimann Square

- A. Purchase a \$25.00 Special Use Permit from Parks and Recreation’s Administrative Office
- B. All events must obtain an ATC Permit or use a caterer defined as “a state licensed beer, liquor, and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises” This does not include liquor stores or drug stores that have a three way license.
- C. Permit (s) must be clearly posted at the event.
- D. Alcohol must be served by a licensed bartender.
- E. Alcohol must be contained inside the designated area as shown on the attached map (Lower plaza area).
- F. Event organizers are responsible for marking this area off in some manner (i.e. roped, chained, barricades, temporary fencing etc). Event organizers must submit a plan for this at least two weeks prior to the event for approval by the Special Events Coordinator.
- G. Uniformed security will be scheduled by the Special Events Coordinator and paid by the event organization at the event.
- H. Public Restrooms are not available at Freimann Square. Event organizers are responsible for the procurement of portable restroom facilities. The location of these temporary facilities is restricted to the area shown on the attached map.
- I. Trash/waste receptacles are not provided at Freimann Square or for special events. Event organizers are responsible for the procurement of waste receptacles sufficient for their respective event.
- J. Tents are allowed only in the designated area (see map). No stakes or securing devices shall at any time be allowed to penetrate the surface of the Lower Plaza area.

2. Foellinger Theatre

Rentals

- A. Must hire alcohol services from the approved Foellinger Theatre caterer list.
- B. Alcohol must be served by a licensed bartender.
- C. Alcohol must be served and consumed within the theatre fenced area or in a designated tent as approved by the Director of Parks and Recreation.
- D. Uniformed security will be scheduled by theatre staff and security fee will be pre paid by the user group to the Theatre.

Sponsored Events

- A. Foellinger Theatre will serve alcohol at selected sponsored events as approved by the Director of Parks and Recreation. A, B, and C above apply.

3. Salomon Farm Park**Rentals**

- A. Must hire alcohol services from the approved Salomon caterer list.
- B. Alcohol must be served by a licensed bartender.
- C. Alcohol must be served and consumed inside the old barn or in a designated tent as approved by the Director of Parks and Recreation.
- D. Uniformed security will be scheduled by Salomon Farm staff and security fee will be pre paid by the user group to Salomon Farm.

Sponsored Events

- A. Salomon Farm Park will serve alcohol at selected sponsored events as approved by the Director of Parks and Recreation. A, B, and C above apply.

4. Old Fort

- A. Alcohol will be allowed at fund raising and private events, and meals and traditional participant rations for re-enactors after public hours.
- B. All events must obtain an ATC Permit or use a caterer defined as “a state licensed beer, liquor, and wine restaurant permit holder who is authorized to dispense alcoholic beverages off their licensed premises.” This does not include liquor stores or drug stores that have a three way license.
- C. Permit (s) must be clearly posted at the event.
- D. Alcohol must be served by a licensed bartender.
- E. Uniformed security officers are required for fund raising and private events.