

Fort Wayne Parks & Recreation

Wells St. Bridge Special Event Application

Today's Date _____

Responsible Contact Person/Event Coordinator:

Name (print) _____

Address _____

Email _____

Phone # _____ alt. phone # _____

Organization Producing Event (if applicable)

Name _____

Address _____

Phone # _____ alt. phone# _____

Name (Type) of Event: _____

Date and Times of Event: _____

Projected Attendance: _____

****PAYMENT MUST ACCOMPANY SUBMITTED APPLICATION TO OFFICIALLY RESERVE PARK****

Accepted Payment Methods: Cash/Check/Money Order made out to "Board of Park Commissioners

Credit Card (Visa/MC/Discover) # _____ EXP _____ CVV (on back) _____

If you have any questions please contact the Special Events Coordinator at (260) 427-6003.

Wells St. Bridge

The Wells St. Bridge may be reserved for special events/weddings by contacting the Fort Wayne Parks & Recreation Department. Reservations can be made one year to the day in advance of the requested rental date.

Fees

\$50.00-2 hour rental

\$100.00-Flat fee for the day

- Users may be required to provide security and/or additional trash containers at their own expense depending on the size and nature of the event.
- Fort Wayne Parks & Recreation does not provide tables and chairs but groups can make other arrangements to rent them and use them for their event on the bridge.
- The Wells Street Bridge does not have restrooms. Groups need to make arrangements for portable toilets if necessary.
- The local businesses near the bridge DO NOT PROVIDE PUBLIC RESTROOMS. Please do not go to them asking to use their restrooms!
- There is to be no staking of tents on the bridge. All tents on the bridge must be free standing.
- No adhesives of any type may be used on the bridge.
- Electricity is available. Groups may contact the special event coordinator at (260) 427-6003 to make arrangements for key pickup.
- Groups wishing to sell items in association with their event must obtain prior permission, and obtain a vending permit from the Fort Wayne Parks & Recreation Department.
- Please have a copy of your reservation permit with you during your event in case of any conflicts. If there are any conflicts that cannot be resolved, please contact the Fort Wayne Police Department.
- Groups must keep access open to sidewalks on both sides of the bridge for pedestrian use.

*I acknowledge I have read and agree to above requirements/guidelines.

Signature: _____