



## Promenade Park Rental Inquiry (2024)

Revised January 30, 2024

Thank you for your interest in renting Promenade Park. Promenade Park has a complex operations pattern that seeks to balance public use and access, public events and programs, and private rentals. For this reason, you are required to answer every field below so we may determine if your event will fit within the operations requirements of the park. Inquiry Forms received with unanswered questions will not be considered. If you do not know answers to the below questions, we encourage you to explore the other Fort Wayne Parks and Recreation rental options found at [www.FortWayneParks.org](http://www.FortWayneParks.org)

Renter Name: \_\_\_\_\_

Company/Organization Representing (if applicable): \_\_\_\_\_

Have you rented in Promenade Park before? Y/N

Have you rented in Fort Wayne Parks and Recreation before? Y/N

Event Date(s): \_\_\_\_\_

Do you have a second choice date if your first choice is unavailable? Y/N Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name & Type of Event: \_\_\_\_\_

Set-Up Start Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Tear-Down Finished Time: \_\_\_\_\_

***\*Every hour of use needed in Promenade Park must be rented. Renters (or their vendors) arriving before the rented time or staying after the rented time will be assessed additional facility rental, staff, and/or security fees. A minimum two-hour set-up time is recommended for all events with catering.***

Food: Y / N      Alcohol: Y / N      Public / Private      Expected Event Attendance: \_\_\_\_\_

### **Areas of Interest (check):**

- \_\_\_\_\_ **Park Foundation Pavilion** – Inside & Outside  
300 seated (100-150 seated inside), 338 standing | M-Thurs., 9am-12p., \$165 OR after 2pm \$240 | M-Thurs., all day \$385, F-Su 4 hrs. \$540, F-Su additional hr. \$155
- \_\_\_\_\_ **Auer Lawn – East Band Shell**  
978 seated, 1100 standing | M-Thurs., \$250, F-Su 4 hrs. \$390, F-Su additional hr. \$125
- \_\_\_\_\_ **Old National Bank Plaza – West Band Shell**  
89 seated, 100 standing | M-Thurs., \$110, F-Su 4 hours \$130, F-Su additional hr. \$45
- \_\_\_\_\_ **Historic Wells Street Bridge**  
400 seated, 400 standing | M- Thurs., \$170, F-S 4 hours \$250, F-Su additional hr. \$80
- \_\_\_\_\_ **All Areas – For Public Events Only**  
2067 seated, 2276 standing | M- Thurs., \$800, F-Su 4 hrs. \$1250, Fri-Su additional hr. \$360

Security (alcohol or 80+ guests) – Market Rate, starting 30 min before guests arrive (minimum of 4 hours required), ending when tear down is done 50% due at signing, remaining 50% due 30 days before the event.