



Fort Wayne

Parks & Recreation

Special Event Planning Guide

Welcome

Thank you for choosing to hold your event in one of the many beautiful parks in Fort Wayne. We look forward to working with you to ensure your event is both safe and successful. The goal of the Fort Wayne Parks & Recreation Department is to help make the coordination of your event as simple and seamless as possible. Please contact us early in your planning so we can help from the start.

The City of Fort Wayne has over 80 parks available for a variety of uses that include art and cultural events, athletics, community festivals, company picnics, concerts, family reunions, farmers markets, runs and walks, weddings, and many other public and private uses.

Please review the information in this special event guide to help you during the planning process. Each special event is unique and this guide will help serve as a vital resource for your event.

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DEADLINES & FEES

Permit Fees and Application Deadlines

An application is not considered complete until the event application is received. Permit fees are collected upon an event's approval and are refundable up to 2 weeks prior to the event.

Event Type	Permit Fee
Run/Walk/Bike Race	\$50
General Special Event	\$100
Special Facility Rental	Varies
Neighborhood Event	\$50
Tent Permit	\$25/\$50
Pavilion Rental	Varies
Organized Class	\$50/5 sessions
Non-Permitted Event	-

Definitions

Runs, Cross Country Races, Walks, Bike Races are organized activities following a set-course starting and/or ending in a City park. These types of events require the rental of at least one pavilion in the park the event will be held in. See below for more information regarding the rental of pavilions.

General Special Events are organized activities that require the use of open park space, the closure of roads/sidewalks, often involving food, beverage, merchandise, amplified noise, or other forms of entertainment. This type of event also secures sponsorship, raises funds, and markets to the public. Examples include small concerts, festivals, car shows, etc.

Special Facility Rentals are organized activities, either public or private in nature, that require the rental of a park venue such as Freimann Square, Promenade Park, Wells St. Bridge, etc. Fees vary depending on which facility is being rented. Examples of special facility rental events include weddings, festivals, small concerts, etc.

Neighborhood Events are small-scale organized activities that require the use of city park space and/or a non-reservable pavilion. Local residents or neighborhood associations typically organize these types of activities and are intended only for the neighborhood residents and their guests. If a neighborhood event requires the use of electricity/water and/or kitchen facilities there will be a \$50 open space (non-vending) permit required.

Tent Permits are required any time digging is done in a city park. A tent permit is required for tents, bounce houses, event sign staking, etc. Tent permit fees are \$25 for one tent, and \$50 for multiple. See page 20 for more information regarding tent permit & staking guidelines.

Organized classes may use City parks as a host venue. Only locations that are open and not already reserved will be permitted spots. A 5-session (no more than 3 hours at a time) permit will be issued for \$50. Additional sessions may be added to the permit for \$10 each. Permits will not be issued to groups over 40 people.

Non-permitted events that do not require any assistance from Fort Wayne Parks & Recreation or any other City of Fort Wayne department are free to use open park space. These types of events are private events such as a small family picnic, or a family kickball game and are typically less than 40 people.

Pavilion Rentals can be required for special events open to the public or can be used for private events such as family gatherings, reunions, receptions, etc.

The Parks and Recreation Department maintains 21 pavilions at various locations throughout the park system. These pavilions may be reserved for your special occasions or events from Mid-April through October (weather dependent). Selected pavilions are also available year around and are listed below.

Reservations are accepted on a first-come, first served basis up to 12 months in advance. Pavilions are available for rental on a daily basis between the hours of 9:00am and 11:00pm. Reservations must be paid for at least two weeks from the date the reservation was made. For more information on pavilion rental please call {260} 427-6000.

Pavilion reservations require a 20% non-refundable deposit.

Summer Pavilions and Rates

(April 15th-October 31st) Summer Pavilions Officially Open for the season May 1st

Pavilion	Location (Park)	Seating	Mon-Thur	F-S-S Holidays
David Hefner	Franklin	144	\$148	\$203
Foster #1	Foster	336	\$116	\$148
Foster #2	Foster	128	\$48	\$61
Franke #1	Franke	296	\$176	\$251
Franke #2	Franke	128	\$48	\$61
Franke Pond	Franke	70	\$120	\$155
Kettler	Kettler	46	\$54	\$67
Lakeside #1	Lakeside	72	\$80	\$114
Lakeside #2	Lakeside	80	\$80	\$114
Lions	Lions	42	\$54	\$67
McCormick	McCormick	104	\$80	\$114
McMillen	McMillen	256	\$137	\$158
Memorial	Memorial	160	\$54	\$67

Psi Ote Lower	Northside	80	\$120	\$155
Psi Ote Upper	Northside	96	\$120	\$155
Rockhill	Rockhill	32	\$41	\$46
Sears	Indian Village	80	\$120	\$155
Shoaff Conklin	Shoaff	288	\$158	\$206
Shoaff Riverlodge	Shoaff	200	\$176	\$251
Swinney	Swinney	80	\$48	\$61
Waynedale	Waynedale	42	\$54	\$67

Year Around Pavilions and Winter Rates

(November 1st through April 14th)

Pavilion	Location (Park)	Seating	Daily
Franke #1	Franke	296	\$276
Shoaff Riverlodge	Shoaff	200	\$276
Franke Pond	Franke	70	\$174
Psi Ote Lower	Northside	80	\$174
Psi Ote Upper	Northside	96	\$174
Sears	Indian Village	80	\$174
Lakeside #1	Lakeside	72	\$174
David Hefner	Franklin	144	\$225

Not sure what type of event you are hosting?

Contact us before proceeding any further! It is the event organizer's responsibility to identify the event type and associated deadline and fees. We can help you with this in advance.

RESERVATIONS & EVENT LIMITATIONS

Reservation Policy

New events reserve dates and locations on a first-come, first-serve basis. Your date will be tentatively held once Fort Wayne Parks & Recreation has received an application + facility fee.

New event organizers should contact us before applying to ensure their preferred date and location are available. Annual events that receive a satisfactory evaluation have the priority to reserve the same annual date through a written Letter of Intent. Event organizers are invited to submit this letter immediately after the current year's event. Failure to submit a Letter of Intent within one week will open that date or location up to other interested parties. Please note, annual events will still need to submit a complete application every year.

****This reservation policy applies to events taking place in open park space. This does not apply for pavilions and other rentable special facilities.****

Limitations on Park Events

The City of Fort Wayne is proud to host many unique types of special events as well as all many different forms of passive recreation. To manage the impacts on traffic, parking, access to all park areas, and to limit any park space conflicts, Fort Wayne Parks & Recreation has the final approval on what events take place and where. Depending on the size, type, and nature of the event, Fort Wayne Parks & Recreation may turn down an event request.

Due to the layout of certain parks, multiple special events may not be able to co-exist. Every event and park are unique though so each event request is thoroughly reviewed and considered based on a multitude of factors.

Events with Animals

All events involving one or more animals and taking place within the Fort Wayne city limits require an event permit through the Department of Animal Care and Control. The event permit application can be found here:

https://www.cityoffortwayne.org/images/stories/public_safety/animal_control/docs/animal_event_app.pdf

Permits are \$100. If the event is conducted by a non-for-profit agency the permit is complimentary. All events are inspected by the Department of Animal Care and Control.

All of the other guidelines found in this document will also apply, including permit requirements.

Weddings

Fort Wayne Parks & Recreation has many popular wedding spots that can be rented such as **Foster Park Bridal Glen, Lakeside Rose Garden**, and the **Wells St. Bridge**. To reserve one of those locations stop into the Fort Wayne Parks & Recreation Main Office at 705 E. State Blvd. or visit www.fortwayneparks.org

Open park space can also be rented for weddings. The fee is \$50 (two-hour increments). For more information please contact the special events coordinator at (260) 427-6003.

Company Picnics

If you are holding a company picnic and are interested in holding the event in a city park please contact the special events coordinator. Franke Park is one of the most popular locations for this type of event due to the proximity of the Fort Wayne Children's Zoo. However, adequate parking is minimal unless you are reserving a pavilion as well.

Open Air Shelters

There are many open-air shelters in the city parks that can be used at no charge as first-come, first-serve facilities. Some shelters have electricity, restrooms, and or kitchen facility access. If you require any of these amenities there will be a \$50 permit required. (see *Neighborhood Events* above).

SPECIAL FACILITY RENTALS

Freimann Square

Freimann Square, located on the corner of Main and Clinton, is a beautiful park in downtown that can be rented for weddings, gatherings, receptions, and many other types of events. The fountain can be turned off for your event or left on as it otherwise would be. Electricity is available with a park rental. Alcohol is permitted at Freimann Square (see *Alcohol* section on page 23 for guidelines).

Rental fees are \$50 for a two-hour block, or \$100 for the entire day. Park hours are 7am-11pm.

For more information including rentals, call (260) 427-6003.



Promenade Park

For more information about Promenade Park and Riverfront Fort Wayne please visit the link below.

<http://riverfrontfw.org/>

Historic Wells St. Bridge



For more information including rentals, call (260) 427-6248.

Headwaters Park

Headwaters Park is a 30 acre park in downtown Fort Wayne which provides a setting for a wide range of public and private events including festivals, concerts, cultural events, weddings, family reunions and other parties. There is a free splash pad that is open spring until the fall, and an ice skating rink open late November through February, weather permitting.

For more information regarding Headwaters Park and for rental information please call (260) 425-5745.



Salomon Farm Park

Salomon Farm is a 170-acre park located on the northern edge of Fort Wayne at 817 W. Dupont Rd.

In 1995, Chris Salomon and his daughter Lynn presented the Fort Wayne Parks & Recreation Department with a very generous gift—the family farm. In keeping with the Salomon’s wishes, the park remains a working farm featuring demonstration plots utilizing farming methods popular in the 1930’s.

Small animals such as goats, chickens and sheep live on the farm during the summer months and heirloom vegetables and herbs are grown in a garden that is managed by community volunteers.

Special events and programs such as the Fall Harvest Festival, Fiber Arts Celebration, day camps, farmers markets, workshops, and classes provide opportunities for education as well as recreation and entertainment throughout the year.

There are also rental opportunities at Salomon Farm Park.

The **Salomon Old Barn**, originally built in the late 1800’s, is available for rental between May and October. The barn has been restored to capture the rustic look of the historical structure. Barn capacity is 170.

For more information regarding availability and rates, or to schedule a viewing of the Old Barn please call (260) 427-6790 ext. 1.





The **Wolf Family Learning Center** is available for rental all year long (except June and July). Tables and chairs are provided and full kitchen facilities are also available. The capacity of the learning center is 240.

For more information regarding availability and rates please contact (260) 427-6005.



Community Center-Downtown



The Community Center, located downtown at 233 West Main St., offers year-round programs and activities for people of all ages with special emphasis on programming for adults, age 50+.

The Community Center offers fun & games, special events, Monday luncheons, Adult Special Interest, arts & crafts, fitness, advice, computer classes, health information & more!

For more information including rentals, contact (260) 427-6460.



McMillen Park Community Center

The McMillen Park Community Center, located at 3901 Abbott St. is available for public rental. The Center is the perfect place for your family reunion, birthday party, baby showers, basketball tournament, small or large conference, group meeting, wedding reception or other event. We have a variety of room sizes depending on the needs of your group. Alcohol is permitted at the Center.

The Community Center also offers both youth & adult programs, including athletics, special events, camps, and classes. The Kids' Korner Indoor Playground is also a popular attraction at the McMillen Park Community Center during public hours.

For more information please call (260) 427-2420.



Foellinger-Freimann Botanical Conservatory



The Foellinger-Freimann Botanical Conservatory is located downtown on South Calhoun Street between Jefferson Blvd. and Douglas Ave. Come to the Conservatory to discover changing garden designs, art displays, hands-on explorations, family events and educational classes throughout the year. There also Friday night concerts throughout the summer. Private rentals and memberships are available.

Please visit www.botanicalconservatory.org or call (260) 427-6440 for more information.



Foellinger Theatre



Foellinger Theatre is located in Franke Park next to the Fort Wayne Children's Zoo on Sherman Blvd. The Theatre is home each year to many different events including concerts, movies, performances, and other functions. For rental information or more information about upcoming shows and events please call (260) 427-6000 or visit www.fortwayneparks.org



Courthouse Green



The Courthouse Green is located at 715 South Calhoun St. in the heart of downtown Fort Wayne. Although the Courthouse Green cannot be reserved, the space can be used for “peaceful protest” type gatherings. For more information on the Courthouse Green please visit www.fortwayneparks.org If you would like to discuss use of the Courthouse Green please contact Daryn Schwartz at (260) 427-6003.



EVENT INFRASTRUCTURE

Food

If you are holding an event open to the public (such as a fair, festival, vendor sale, auction, sporting event, etc.) where food will be provided (regardless if it is sold or given away), you will need to obtain a Temporary Food Establishment permit in advance from the Allen County Department of Health. You may contact the Department of Health with any questions about these events and permits. They will assist you in determining if you do indeed need a permit to operate at your event.

You do NOT need to obtain a Temporary Food Establishment permit if:

- You are holding a private event where family members and specific invitees only may attend (i.e.; the public cannot attend and it is not in any way advertised)
- You are holding a public/advertised event that includes food sales/food provision BUT ONLY pre-packaged AND non-potentially hazardous foods are being offered. (Examples of this are pre-packaged commercially made cookies, chips, popcorn, snacks, candy bars, soda, water, etc.)
- You are a not-for-profit organization with a 501 (c)(3) exemption and you are operating under the state rules for events involving food sales. However, you must notify the Department of Health in advance of your event and provide them with proof of not-for-profit exemption.

In any case, it is highly recommended that you contact the Department of Health in advance of your event to discuss the permitting requirements and/or exemption allowances so your event is not interrupted and to ensure you are in compliance with all state and local rules regarding food service and sales. You may contact them at (260) 449-7562 and they will assist you.

A copy of the Temporary Food Establishment Permit application can be found at the end of this document. Guidance and applications may also be found on the Department's website at: <https://www.allencountyhealth.com/get-licensed/retail-food-establishments/> (scroll down to the Temporary Food Establishment guidance on that page).

Selling of Goods

If you are planning on selling any items (including food) during your event you must obtain a Fort Wayne Parks & Recreation vending permit (contact Special Events Coordinator at 427-6003). This permit applies to all city parks and is required. A copy of the Fort Wayne Parks & Recreation vending permit application can be found in the appendix.

If goods are being given away or can be acquired through a donation, the vending permit is not required.

Electricity

If your event requires electricity you may need to arrange for an alternative power source such as a generator as most parks do not have accessible electricity. Power access is available inside most pavilions which can be used with a pavilion reservation.

If using some sort of electrical power inside a tent, generators and other internal combustion power sources must be separated from tent or membrane structure (over 400 sq. ft.) by a minimum of 20 feet. They must also be isolated from contact with the public by fencing, enclosure, or other approved means.

Amplified Sound

All amplified sound and event noise must be kept to a reasonable level. Many city parks are near neighborhoods. It is the responsibility of the event organizer to ensure all event noise is kept down.

Restrooms

Many parks do not have restroom access. Fort Wayne Parks & Recreation does not provide portable toilets. Events over 50 people needing restrooms must contact a local rental company to rent portable toilets, with at least 5% (and at least 1) being ADA compliant. Events serving/selling food products for which a permit is required from the Allen County Department

of Health will require handwashing facilities. Therefore, you may also need to consider mobile handwashing units to meet this safety requirement.

Potential Portable Toilet/Handwashing Station Contacts:

- King’s John Services, (260) 748-0441
- Nowak Supply Company, (260) 424-1901
- Taylor Rental, (260) 925-3000
- Fort Wayne Porta Potty Pros, (260) 582-4042

Trash Removal

Fort Wayne Parks & Recreation requires that event spaces be thoroughly cleaned during and following each event. The space must be returned as close to its original condition as possible. If your event size is over 50 people and/or will produce a sizeable amount of trash you must bring in your own form of trash removal. Event organizers are required to have a trash removal plan in place.

Potential Trash Removal Contacts:

- Republic Services, (260) 747-4117
- Waste Management, (844) 492-9417
- Advanced Disposal, (260) 436-8700
- Kirbside Container (Smaller scale events) (260)-633-1900

Event Grounds & Cleanup

The grounds where your event is held must be returned to the closest possible condition it was in prior to the event. This includes trash pickup, turf/grounds repair, and the removal of all event equipment. Failure to comply with this may jeopardize future rentals. You may also be assessed fees for any damage repairs that need to be done by Fort Wayne Parks & Recreation (See below under *Event Evaluation*).

Tent Staking

If your event requires staking or digging of any kind you must obtain a tent permit (\$25 for one tent, \$50 for multiple). A detailed site map of the exact location of the staking/digging must be provided to the special events coordinator. You must also contact Indiana Underground (811) at

800-382-5544 to get public utilities located. This must be done at least 1 week prior to the staking/digging.

Bounce houses and/or moonwalks will need to contact Indiana Underground as well. Underground utilities must always be located.

Department of Homeland Security

Amusement entertainment permits are required for events with live entertainment. Some of the most common kinds of events that require amusement entertainment permits are concerts and other shows, amusement rides, movies, dances, and festivals. It is extremely important that the event organizer applies for the amusement entertainment permit well in advance of the planned event, so that the necessary life safety inspections of the venue can be performed to protect public safety.

The following information will be required when filing for the amusement & entertainment permit:

- Information about both the owner and location of the facility
- Owner/facility contact information
- Event information (Name, date(s), times, etc.)
- A floor plan of the event must be submitted

A tent or temporary structure **in excess of 400 sq. ft.** must comply with everything in the Chapter 31 Indiana Fire Code.

A tent or temporary structure **400 sq. ft or less** must comply with only the following three specific code sections of Chapter 31 in the Indiana Fire Code(if applicable):

- 3104.7- Open or exposed flame
- 3104.15.5- Cooking Tents
- 3104.15.6- Outdoor Cooking

The online application for the Amusement Entertainment Permit can be found at:

<https://www.in.gov/dhs/2795.htm>

For more information regarding Department of Homeland Security requirements that pertain to fire code, tent anchorage, etc. please visit: <https://www.in.gov/dhs/3886.htm>

If you have questions throughout this process you can contact IDHS Amusement and Entertainment Staff at codepermits@dhs.in.gov .

Building Department and Other City Permits

Any event that is erecting a tent at least 400 square feet must submit an Allen County Building Department Application and Temporary Structure Event Sponsor Form (can be found in the Appendix).

The AC Building Department Application can be found at:

http://www.allencounty.us/images/building_department/pdfs/PERMIT.BLDG.pdf

A Building Permit is only issued for tents/temporary structures that exceed 3200 square feet.

This permit is separate from the Parks & Recreation Tent Permit.

To obtain a Right of Way permit for block parties, barricades, street closures, public assembly, parking lot use, or sidewalk use please visit:

<https://citizenaccess.acfw.net/CitizenAccess/portal.aspx?page=Welcome>

From there click on the toolbar and it will say “more” then click on the “Right of Way”. Then go to “apply for permit and then the type of permit you are requesting.

For more information please call (260) 427-6155.

Open Fires

Open fires are not permitted in city parks without special written permission from Fort Wayne Parks & Recreation. With permission, event organizers must adhere to the requirements of Chapter 31 in the Indiana Fire Code. Portable charcoal grills are allowed; however, they are not permitted under covered facilities.

Security

The type of event you are having will dictate the level of security that is required. Some events will require more officers than others. Fort Wayne Parks & Recreation can assist with this process and help decide what type of security will be needed.

Alcohol

There are only a select number of City of Fort Wayne parks that allow the possession and consumption of alcohol. If alcohol is involved with your event you must include that as part of your event proposal.

All events must obtain an ATC Temporary Beer and Wine Permit. This permit does not cover liquor, only beer and wine.

In order to receive a temporary permit, you must complete the online application at <https://www.in.gov/atc/2409.htm>. Scroll down to “Temporary Beer and Wine Permit Application.”

For application instructions please visit

https://www.in.gov/atc/files/2015_Temp_Permit_App_Instructions.pdf.

Other guidelines to keep in mind when having alcohol at your event include:

- Alcohol must be served by a licensed bartender/caterer
- Keep alcohol in a designated area for those only 21 years old and above
- Hired security is required
- If food will be served/sold at the event, you will need to speak with the Allen County Department of Health regarding any necessary food permits that may be required to be obtained prior to the event (see food section in this document).
- Provide Trash Removal

Requesting a Temporary Water Meter

To request the placement of a temporary water meter you must go online to <https://www.cityoffortwayne.org/utilities/city-utilities.html> . Near the top of that page hover over “Online Forms” and click down to *Temporary Water Meter Application*.

When applying for a Temporary Water Meter there are a few guidelines to keep in mind:

- City Utilities requires the enrollment in autopay/e-billing or you will be charged a refundable \$27 deposit. The deposit will be on your first bill and refunded on the last if the meter is returned without damage.
- Backflow prevention requirements are required to be in place on all Temporary Water Meters due to the varying types of direct or indirect cross connections and varying degrees of hazards that can occur at temporary water connections.

Emergency Action Plan Guidelines

Fort Wayne Parks & Recreation requires all special events to submit an Emergency Action Plan (EAP) that details the plan for crisis management at your event. City of Fort Wayne personnel along with Fort Wayne Parks & Recreation will review each plan and make recommendations as needed.

These guidelines were created to give event organizers information on what should be considered when creating an EAP.

General Considerations

When creating an EAP for your event, please address all of the following considerations:

- Who will serve as the EAP representative and point-of-contact at your event?
- Will there be on-site medical care? If yes, provide details and contact information
- Will there be on-site security? If yes, provide details and contact information
- How will you broadcast emergency information to your vendors and event patrons, both before and during your event?
- How do you plan to evacuate people from your event in the case of an emergency?
Where are the emergency exits?
- If evacuation is not possible, what is your plan for shelter?
- How do you plan to ensure emergency vehicle access at this event?
- How are you planning to monitor weather conditions and what will be your protocol for a weather-related event cancellation?

Please provide additional contact information for anyone involved with emergency management at this event such as crowd managers, additional event managers, security supervisors, etc.

CONTACT INFORMATION

Fort Wayne Parks & Recreation Contact Information

- Parks & Recreation Main Office- 427-6000
- Botanical Conservatory- 427-6440
- McMillen Park Community Center- 427-2420
- Community Center (Downtown)- 427-6460
- Salomon Farm- 427-6790 or 427-6005
- Riverfront Programming- 427-6248
- Promenade Park- 427-6248
- Headwaters Park- 425-5745
- Rivergreenway- 427-6002
- Lawton Park Maintenance- 427-6400
- Jennings Center- 427-6700
- Cooper Center- 427-6728
- Weisser Center- 427-6780
- Aquatics Office- 427-6029
- Johnny Appleseed Campground- 427-6720
- Fort Wayne Children's Zoo- 427-6800
- Athletic Field Reservations- 427-6003

City of Fort Wayne/Allen County Department Contact Information

- Animal Care & Control- 427-1244
- Board of Works- 427-1112
- Board of Health- 449-7561
- Building Department- 449-7131
- Citizen's Advocate- 427-1200
- City Utilities- 427-1234
- Fire Department- 427-1280
- Police Department- 427-1230
- Right of Way- 427-1144

State of Indiana Department Contact Information

- Department of Homeland Security- (317) 232-2222
- Indiana Department of Natural Resources (DNR)- (317) 232-4200
- Indiana State Excise Police(District 2)- (260) 244-4285

FREQUENTLY ASKED QUESTIONS

I have an idea for an event---how do I get started?

Contact the Fort Wayne Parks & Recreation Main Office at (260) 427-6000. You will be connected with the appropriate staff person who can help you with your specific request. Our staff will help determine what types of permits your event will require and if your preferred location is both feasible and available.

I'm hosting an annual event. Do I need to reapply?

Yes, annual events must submit a complete application each year.

Why was my event permit application denied?

There could be many reasons event permit applications get denied. There is no guarantee that any event request will be approved. Event denial may result from missed deadlines, incomplete applications, date/park conflicts, policy violations, or a determination by Parks & Recreation staff that the event is not a good fit for the requested park and/or city.

I'm a vendor---how can I participate?

Vendors should work directly with event organizers. If an event organizer accepts a vendor, the vendor must obtain the Fort Wayne Parks & Recreation Vending Permit (see Appendix).

I've submitted my application, what are the next steps?

Your date and location have been *tentatively* held and our office will be in contact with you to provide an explanation of the permit process and requirements that are applicable to your event. Parks & Recreation will also work with other City departments if their input is needed before final approval can be given. This process could take between a few days to a few months.

APPENDIX

Fort Wayne Parks & Recreation

General Special Event Application

Name of Event: _____

Requested Park Facility: _____

Is Event Open to the Public? _____

Date(s) of Event: _____

Start Time AM/PM: _____

End Time AM/PM: _____

Please Describe Event and Scope of Activities: _____

Estimated Total Attendance Per Day: _____

Applicant: Organization: _____

Contact Person(s): _____

Phone: _____ Phone During Event: _____

Mailing Address: _____

Email: _____

Submit Completed Applications to: Fort Wayne Parks & Recreation, 705 E. State Blvd, Fort Wayne, IN 46805

****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) _____

Special Event Requirements & Guidelines

- Reservation of one or more park pavilions depending on the size of your event. To reserve a pavilion please contact FWPRD at (260) 427-6000.
- Traffic Control/Security to ensure safety of event participants and other park patrons.
- Removal of trash/event signs/ etc. from park grounds.
- If any items are being sold a Parks & Recreation vending permit is required (\$35/daily, \$280/annual).
- If any tents will be setup please contact the FWPRD Special Events Coordinator at (260) 427-6003 as a tent permit may be required.
- If any staking is being done (tent/bounce house/etc.) you are responsible for contacting FWPRD as well as Indiana Underground (811) to ensure underground utilities are properly located.
- Depending on event size, extra restrooms & trash removal may be required at the responsibility of the event organizer.
- Fort Wayne Parks & Recreation no longer provides or rents stages.
- Electricity may be available depending on park location. However, it is not guaranteed.
- A special event reservation does not give your event exclusive rights to the park. It gives your event permission to use the park.

****Please make sure to read through the Fort Wayne Parks & Recreation Special Event Planning Guide for more important event related information. ****

**** If you have questions please contact the Fort Wayne Parks & Recreation Special Events Coordinator at (260) 427-6003****

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

Signature: _____

Fort Wayne Parks & Recreation

Run/Walk/Bike Special Event Application

*All run/walk events require a pavilion reservation (See Back for more information)

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: _____

Requested Location 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) _____

Run/Walk Special Event Requirements & Guidelines

- Reservation of one or more park pavilions. (Two may be required depending on size of event). To reserve a pavilion please contact FWPRD at (260) 427-6000.
- Run/Walk Permit- \$50 (1-4 hour event), \$100 (5+ hours)
- A run/walk permit does not give your event exclusive rights to the park. It gives your event permission to use the park.
- Traffic Control/Security to ensure safety of event participants and other park patrons.
- Removal of trash/event signs/course markings etc. from park grounds.
- If any items are being sold a Parks & Recreation vending permit is required (\$35/daily, \$280/annual).
- If any tents will be setup please contact the FWPRD Special Events Coordinator at (260) 427-6003 as a tent permit may be required.
- Depending on event size, extra restrooms & trash removal may be required at the responsibility of the event organizer.
- Electricity may be available depending on park location. However, it is not guaranteed.
- If there are any maintenance gates blocking parts of your course please contact the FWPRD Special Events Coordinator to arrange key pickup.

****Please make sure to read through the Fort Wayne Parks & Recreation Special Event Planning Guide for more important event related information. ****

**** If you have questions please contact the Fort Wayne Parks & Recreation Special Events Coordinator at (260) 427-6003****

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

Signature: _____

Fort Wayne Parks & Recreation

Open Space 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: _____

Requested Location of Event: _____

Date and Times of Event: _____

Projected Attendance: _____

****IF PAYMENT IS REQUIRED IT MUST ACCOMPANY SUBMITTED APPLICATION ****

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

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

Open Space Event Requirements & Guidelines

- Removal of trash/event signs/ etc. from park grounds.
- If any items are being sold a Parks & Recreation vending permit is required (\$35/daily, \$280/annual).
- If any tents will be setup please contact the FWPRD Special Events Coordinator at (260) 427-6003 as a tent permit may be required.
- If any staking is being done (tent/bounce house/etc.) you are responsible for contacting FWPRD as well as Indiana Underground (811) to ensure underground utilities are properly located.
- Depending on event size, extra restrooms & trash removal may be required at the responsibility of the event organizer.
- All music and sound systems must adhere to public noise ordinances.
- Electricity, water, and kitchen access may be available depending on park location. However, it is not guaranteed and may require payment.
- A reservation does not give your event exclusive rights to the park. It gives your event permission to use the park.

**** If you have questions please contact the Fort Wayne Parks & Recreation Special Events Coordinator at (260) 427-6003****

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

Signature: _____

Fort Wayne Parks & Recreation

Organized Class Permit Application

Today's Date _____

Responsible Contact Person/Class Coordinator:

Name (print) _____

Address _____

Email _____

Phone # _____ alt. phone # _____

Organization Producing Event (if applicable)

Name _____

Address _____

Phone # _____ alt. phone# _____

Name (Type) of Class: _____

Requested Location of Class: _____

Date and Times of Class: _____

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) _____

Organized Class Permit Requirements & Guidelines

- Organized Class Permit- \$50 (5 session permit), \$10 additional session(s)
- Sessions may not last more than 3 hours
- An organized class permit does not give your event exclusive rights to the park. It gives your event permission to use the park and is only valid for spaces not already reserved.
- Removal of trash/event signs from park grounds.
- Groups over 40 people will not be issued organized class permits.
- If any items are being sold a Parks & Recreation vending permit is required (\$35/daily, \$280/annual).
- If any tents will be setup please contact the FWPRD Special Events Coordinator at (260) 427-6003 as a tent permit may be required.
- Electricity may be available depending on park location. However, it is not guaranteed.

****Please make sure to read through the Fort Wayne Parks & Recreation Special Event Planning Guide for more important event related information. ****

**** If you have questions please contact the Fort Wayne Parks & Recreation Special Events Coordinator at (260) 427-6003****

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

Signature: _____

Fort Wayne Parks & Recreation

Freimann Square Rental Application

Name of Event: _____

Is Event Open to the Public? _____

Date(s) of Event: _____

Start Time AM/PM: _____

End Time AM/PM: _____

Please Describe Event and Scope of Activities: _____

Estimated Total Attendance Per Day: _____

Applicant: Organization: _____

Contact Person(s): _____

Phone: _____ Phone During Event: _____

Mailing Address: _____

Email: _____

Submit Completed Applications to: Fort Wayne Parks & Recreation, 705 E. State Blvd, Fort Wayne, IN 46805

****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) _____

Freimann Square Rental Requirements & Guidelines

- Freimann Square can be rented for \$50 (2-hour block), or \$100 (Daily Rental).
- Removal of trash/event signs/ etc. from park grounds.
- If any items are being sold a Parks & Recreation vending permit is required (\$35/daily, \$280/annual).
- Freimann Square no longer has restrooms available. Renter must bring in their own portable restrooms if needed.
- Depending on event size, extra restrooms & trash removal may be required at the responsibility of the event organizer.
- Fort Wayne Parks & Recreation no longer provides or rents stages.
- Access to electricity is available in Freimann Square. A key may be needed to hook up to extra power.
- A rental of Freimann Square does not give your event exclusive rights to the park. It is still a public park and others may still walk through the park grounds.

****Please make sure to read through the Fort Wayne Parks & Recreation Special Event Planning Guide for more important event related information. ****

**** If you have questions please contact the Fort Wayne Parks & Recreation Special Events Coordinator at (260) 427-6003****

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

Signature: _____



Temporary Structure (Tents) Application Event Sponsor Form

Event Sponsor Information:

Name/Title of Event: _____

Event Sponsor Contact Name: _____

Contact Sponsor Organization: _____

Contact Phone Number: _____

Email address for Contact Person: _____

Location and address where tent will be erected: _____

Temporary Structure/Tent Information:

Type of temporary structure to be erected:

Tent___ Portable seating system (bleachers)___ Temporary sales structure___

Will the temporary structure/tent be erected within a public right-of-way (on a street, sidewalk, parkstrip, etc.)?:

No___ Yes___ If yes:

How will the tent be anchored? Yes___ No___

Will stakes be driven?: Yes___ No___

Will a patch be placed?: Yes___ No___

Other anchor to be used: _____

Date to be erected:_____ Date(s) of event:_____

Date temporary structure/tent will be removed (must be removed within 14 days): _____

Purpose or intended use of the tent/temporary structure(s): _____

Type of tent to be erected: (Obtain this information from vendors at the meeting)

Drop down menu (needs to be developed)

Square footage of temporary structure/tent: _____ sq. ft.

Documents to be provided (or uploaded)

Detailed site floor plan

Certificate of Flame Propagation (NFPA 701)

Utilities and Equipment:

Will there be any type(s) of equipment operated within the temporary structure?

Yes No ____ If yes, what type(s): _____

Will there be electricity servicing the temporary structure?:

Yes No ____

If yes, how do you intend to connect to a power source?: _____

Will there be temperature control equipment? Yes ____ No ____ If yes:

Heating source/equipment to be used: _____

Cooling source/equipment to be used: _____

Do you intend to discharge any liquid(s) into the public sewage system?: Yes ____ No ____

If yes, what? _____

Food/Beverages:

Will food or beverages be served in the temporary structure or at the event for which it is being erected? Yes ____ No ____ If yes:

Will food be catered?: Yes ____ No ____

Will food be prepared in the temporary structure at the event? Yes ____ No ____

If prepared, what is being prepared? _____

Will alcohol be served? Yes ____ No ____ If yes:

Have you obtained necessary ABC permits? Yes No ____

Entertainment:

Will there be a stage erected in the temporary structure? Yes ____ No ____

If yes, what will be the size of the stage? _____

Will there be entertainment provided? Yes ____ No ____

If yes, please provide the Entertainment Permit # required From the Indiana Department of Homeland Security: _____

Animal Welfare:

Will there be any animals present in the temporary structure? Yes _____ No ___ If yes:

How many animals will be present?: _____

What type(s) of animals will be present?: _____

How will animals be housed/contained in the tent?:

Will each animal have its own pen with shavings?

Yes ___ No ___

Will the tent be sealed to protect the animal(s) from the elements?

Yes ___ No ___

Will water and food be provided?

Yes ___ No ___

What hours will the animals be in the tent?

Yes ___ No ___

Will someone be onsite to care for the animals for their complete duration?:

Yes ___ No ___

Have you obtained DNR permits or other required permits?

Yes ___ No ___

Do the animals have current PR/rabies (if applicable) or Health Certificates?

Yes ___ No ___

