

Fort Wayne Parks and Recreation Pavilion Rental Contract

www.fortwayneparks.org

705 East State Boulevard, Fort Wayne, IN 46805

Phone: (260) 427-6000

Fax: (260) 427-6020

Pavilion Reservation Requirements

More than 1 month in advance: Total pavilion fee is due along with signed Pavilion Rental Contract.

Less than 1 month in advance: Total pavilion fee is due and is **non-refundable/non-transferable**.
Reservation must accompany signed Pavilion Rental Contract.

Pavilion Rental Guidelines

1. The _____ Pavilion may only be occupied from **11:00 am** on ____/____/____ to **9:00 pm** on ____/____/____. Pavilions must be vacated by 9:00 pm. Entering the pavilion before or after this time/date is prohibited.
2. City ordinance (97.17) requires the pavilion and grounds be cleaned and left in their pre-rental condition. This includes sweeping and/or mopping the floor, if necessary. Please bring your own plastic garbage bags, paper and cleaning products (including toilet paper and hand soap). **All trash should be properly disposed of, bagged and put in the dumpsters in the parking lot.** City ordinance (97.18) places responsibility for any damage to the pavilion, equipment or grounds on the person who signs below.
3. Pavilions must be securely locked after use.
4. **City ordinance (97.21) prohibits the use of intoxicants in city parks and pavilions.** Alcoholic beverages are not to be consumed, sold or given away on the premises. Smoking inside pavilions is also prohibited by city ordinance. These ordinances are strictly enforced.
5. Materials shall not be displayed against or nailed to the walls or woodwork nor attached to draperies. Directional signs may be placed in the ground outside the pavilion but must be removed when your party leaves the park. **Directional signs may not be nailed, taped or attached in any way to park signs.**
6. Pavilion users shall not sell items or food in the pavilion or park without a vending license from Parks and Recreation (city ordinance 97.22). To obtain a vending license application, call 427-6000 at least three business days before your event.
7. Pavilion renter must be at least 21 years of age. Parties for minors require chaperones present at all times.
8. Each pavilion will be set up to capacity. The Department cannot supply extra tables and chairs. Please return tables and chairs to their original pre-rental positions.
9. The Fort Wayne Parks and Recreation Department and its employees shall not be responsible for damage to/or loss of property upon city premises sustained by applicant, participant in a program or patron of any program held on city property. Any items left behind will be discarded.
10. Because city parks are designated for public use, reserved parking is not provided for pavilion users. Parking on the grass or driving through the grass is prohibited and is a violation of city ordinance 97.76.
11. Due to changes and updates to pavilions, the items listed in the Pavilion and Shelters Rental Guide may vary.
12. City ordinance (96.04) prohibits the play, use or operation of any machine or device for producing or reproducing sound in public parks if the sound generated is audible at a distance of 30 feet from its source; therefore, bands and DJ's are not permitted in park pavilions.
13. Inflatables must be powered by a generator. Do not plug them into the power in the pavilion. You will blow a breaker.
14. From mid-November through 12/31 Franke Park is used for the Fantasy of Lights. We recommend when booking during this time that you schedule your party during the day as Franke Park is very congested in the evenings and it may be difficult for your guests to get to the pavilion.
15. If you are renting a pavilion for multiple days in a row and intend to leave items in the pavilion overnight you must call the office at least seven days prior to your rental to make this request. If this is not done your items will be discarded.
16. **Air conditioned pavilions are: David Hefner, Franke Pond, McMillen Pavilion at Franke Park, Psi Ote Upper, Psi Ote Lower, Sears and Riverlodge.**

Entry Information:

1. The week of your pavilion rental you will receive an email with the code you will need to enter into the pavilion key pad to gain access to your rental. The code will allow you access to the pavilion from 11am to 9pm on the day you have the pavilion rented. The door will lock every time it closes so keep the code with you at all times.
2. **If you have not received your key code by the business day before your rental it is your responsibility to contact the Fort Wayne Parks and Recreation office to obtain it.**
3. Foster #2, Foster #3, Franke #2 and Swinney are open air pavilions and do not have key pads or key codes.

Refund/Transfer* Policy

Please notify the Department (260-427-6000) if you wish to cancel or reschedule your pavilion reservation. Refunds/transfers for cancelled or rescheduled pavilion reservations shall be granted as follows:

2 or more months before rental date: Refund less 20% processing fee **OR**
Transfer* one time with no fee (additional transfers may be done with a 20% processing fee)

1-2 months before rental date: Refund less 40% processing fee **OR**
Transfer* with a 20% processing fee

Less than 1 month before rental date: **NO REFUND/NO TRANSFER**

*Note: Reservations may be transferred only one time. Transfer must be within 365 days of the date transfer is requested. Transfer processing fee must be paid at time of transfer request. Transfer processing fee is 20% of the total pavilion fee. A picture ID will be required to change or cancel a reservation.

I have **READ** and **AGREE** to all of the above. I understand that disregard for these conditions could result in the forfeiture of future pavilion use. I also understand that violating a city ordinance could result in fines of up to \$2,500.

Signature _____ Date ____/____/____

Print Name _____

?? Questions/Problems ?? If you experience a problem with your pavilion on a weekend, holiday or after 5:00pm on a weekday, please call the Parks on-call staff at (260) 740-2436. Monday through Friday, 8:00am to 5:00pm, please call the Parks and Recreation Department at (260) 427-6000.

