



Promenade Park Rental Inquiry (2023)

Revised December 12, 2022

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

Renter Name _____ Date Submitted: _____

Company/Organization Representing (if applicable): _____

Not-for-Profit agencies must turn in at the time of deposit the first two pages of the 990 tax form. We will not be able to process your payment unless these documents are turned into us at this time.

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 (\$110 nonprofit) OR after 2pm \$240 (\$170 nonprofit) | M-Thurs., all day \$385 (\$300 nonprofit), F-Sun., 4 hrs. \$525, F-Sun., additional hr. \$145

_____ **Auer Lawn – East Band Shell**
978 seated, 1100 standing | M-Thurs., \$250 (\$190 nonprofit), F-Sun., 4 hrs. \$375, F-Sun., additional hr. \$110

_____ **Old National Bank Plaza – West Band Shell**
89 seated, 100 standing | M-Thurs., \$110 (\$75 nonprofit), F-Sun., 4 hours \$120, F-Sun., additional hr. \$35

_____ **Historic Wells Street Bridge**
400 seated, 400 standing | M- Thurs., \$170 (\$110 nonprofit), F-Sun., 4 hours \$230, F-Sun., additional hr. \$70

_____ **All Areas – For Public Events Only**
2067 seated, 2276 standing | M- Thurs., \$800 (\$575 nonprofit), F-Sun., 4 hrs. \$1,200, F-Sun., additional hr. \$350

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