



# Promenade Park



202 West Superior Street, Fort Wayne, IN 46802  
(260) 427-6000 — [RentPromenade@cityoffortwayne.org](mailto:RentPromenade@cityoffortwayne.org)

## Rental Reservation Contract

Revised: February 2023

*Thank you for choosing Promenade Park. We look forward to helping you with your event. **Please read the information in this agreement carefully as you will be responsible for adhering to its terms.** Promenade Park was designed to provide open access to the citizens of Fort Wayne of all abilities. Rentals and events must be in alignment with these guiding principles.*

### 1. To Rent Promenade Park

- a. We ask that you have read the rental guide and have submitted your inquiry form before your in-person meeting with a Rental Coordinator.
- b. A rental coordinator will be in touch with you via phone or email within thirty (30) days of receiving your inquiry form to schedule a contract meeting.
- c. Meet with a Rental Coordinator and submit a rental contract with 50% deposit to the FWPRD offices.
- d. No event or component of an event which FWPRD determines to present a potential risk to the safety, security, integrity or well-being of: (i) Promenade Park, (ii) any real or personal property owned, controlled, managed, or leased by the FW Board of Park Commissioners, FWPRD, or the City or in which any of said parties may have an interest, (iii) any FWPRD employee or staff member; or (iv) any patron, guest, vendor, invitee, or occupant of Promenade Park shall be permitted to occur. Any component of the event or the event itself may be prohibited by FWPRD at any point in the booking process or at any time during the corresponding event. Rental applicant shall provide a detailed description of all components of the event in the application. Any additions or changes to the scheduled event shall be communicated to the Rental Coordinator in writing no later than twenty (20) business days prior to the scheduled event. FWPRD shall not be deemed to have approved any event or component thereof which is not adequately described in the application or in the written communication to the Rental Coordinator.
- e. Applicant shall be responsible for planning and conducting a safe and secure event in compliance with this paragraph 1.d. and with other FWPRD policies provided to Applicant or posted on FWPRD's website. Applicant shall not be entitled to a refund of any monies paid to FWPRD for the rental of a Promenade Parks facility as to which FWPRD determines that Applicant has not complied with the terms of this paragraph 1.d. during the booking and rental of such facility. Applicant releases FWPRD, the FW Board of Park Commissioners and the City of Fort Wayne from any and all losses and liabilities that may be asserted against Applicant, FWPRD, the FW Board of Park Commissioners or the City of Fort Wayne in connection with FWPRD's determination to reject Applicant's rental application, cancel Applicant's rental contract or cancel the scheduled event at any time prior to or during such event. Fees which may be charged to the Renter of a Promenade Park facility include but are not limited to: facility rental, security, additional staff, stanchions, gas fire pits and vending fees. Fees shall be paid by Renter at the time of booking as a condition to booking the Promenade Park facility. FWPRD reserves the right to charge additional rental fees during the booking process which are not able to be determined at the time of booking or which result from a change in the components for the scheduled event by Renter or an additional component or components to the scheduled event required by FWPRD. Renter acknowledges and agrees that additional rental fees may be charged to

Renter following the scheduled event for early arrival, late tear down and clean-up, damage to the Promenade Park facility or other FWPRD and City of Fort Wayne property and other items for which Renter is responsible which cannot be calculated until completion of the scheduled event. Applicant will receive an estimated rental fee quote for the Promenade Park facility following Applicant's submission of the completed Rental Inquiry form, which estimated quote is subject to change in FWPRD's discretion at the time of booking or during the booking process.

- f. Promenade Park staff are not responsible for lost items. All items that are brought into any venue must be removed at the end of teardown and cleanup.

## **2. Payments:**

- a. An initial deposit of 50% of the total fees (rental fee, security, + any additional fees) is due upon booking and after this contract has been completed with the Rental Coordinator. Dates cannot be held without a completed contract and deposit.
- b. Deposits and balances can be paid by cash, card, or check to Fort Wayne Parks and Recreation Dept., attn.: Promenade Rental, 705 East State Blvd., Fort Wayne, IN 46805. Please include a copy of your invoice or rental receipt. For balance inquiries or to pay a balance with a credit card over the phone please contact your Riverfront Rental Coordinator.
- c. Reservations made within thirty (30) days of the rental must be paid in full at the time of the reservation.
- d. Not-for-Profit organizations requesting the weekday non-profit rate must turn in, at the time of deposit, the first two pages of their 990-tax form. We will not be able to process your payment or hold your date until these documents are turned in.

## **3. Refunds**

- a. To cancel a reservation, contact Rental Coordinator at 427-6000 or [rentpromenade@cityoffortwayne.org](mailto:rentpromenade@cityoffortwayne.org).
- b. Refunds shall be granted by the following timeline:
  - i. 6 or more months' notice: Full refund, minus 20% of the initial deposit.
  - ii. Less than 6 months' notice: No refund unless equal booking is attained. Above penalties apply.
  - iii. Transfer to a new date: Transfer fee of 20% of the initial deposit must be paid prior to original rental date; subject to availability. (Event Licensees who book a date less than one month away must pay all fees upon booking.)

## **4. General Park Hours and Information**

- a. The park will be open to the public 6:00 am to 11:00 pm. No public activity will be allowed before or after this time. Set ups and tear downs will not be allowed before 6:00 am or after 12:00 midnight.
- b. Event staff (i.e. security) may stay in the park overnight with written permission by FWPRD staff.
- c. If rental is a public or community event, renter must use proper park names in all marketing and communications. See park map for correct names and spelling.

## **5. Event Set-Ups**

- a. All event set ups should be drawn up and documented on a park diagram. Event layout and set up plans should be submitted two (2) weeks in advance. Layouts and plans should include any electrical needs, water needs (potable or non-potable), and, if using the Auer Lawn, need for sprinkler shutoff.
- b. Final event setups are subject to final written approval by FWPRD staff.

## **6. Food and Beverage**

- a. Licensee must select a caterer from the list of Promenade Park house caterers for service of both food and beverages. (Celebratory cakes only are excluded from this requirement). Licensee shall not bring into the Park any other food or beverages. The Licensee is responsible for the removal of all food and supplies from the facility.
- b. The FWPRD requires that the Licensee provide confirmation of the selection of the house caterer one (1) month before the Event Date.
- c. See Appendix A for additional list of approved vendors for alcohol and food.

## **7. Rules for Catering and the Service of Alcoholic Beverages**

- a. All alcoholic beverages must be kept in and consumed in the contracted event space per State of Indiana Excise laws. Carrying of alcohol between event spaces, even if multiple spaces are rented, will not be allowed. Furthermore, any alcohol purchased inside the pavilion café may not be carried beyond the adjacent café patio or the Journal Gazette Foundation Dining Garden. If alcohol consumption in multiple spaces is desired for an event, multiple bars must be requested through the contracted alcohol vendor. In these cases, FWPRD requires one security officer per bar.
- b. No alcoholic beverages may leave the premises under any circumstances and no alcoholic beverages may be brought into the facility by the Licensee. The FWPRD requires the licensed caterer to uphold all applicable federal, state, and local laws and Promenade Park policies.
- c. All alcoholic beverages must be provided and served by the authorized alcohol vendor.
- d. Alcohol service will end ("last call") 30 minutes prior to the scheduled ending time of the event.
- e. No alcohol is permitted on a self-serve basis, and bottles may not be left on tables or anywhere else for guests to serve themselves. (If the Licensee wants to keep any alcohol they paid for from the caterer, then the caterer will have to meet Licensee off the premises to arrange pickup of alcohol.) FWPRD staff and/or security shall have the authority to monitor the bar.
- f. All beverages served at the bar shall be served in plastic cups, plastic containers, or aluminum cans. Glass and crystal stemware may only be used for beverages served at tables at the Park Foundation Pavilion and may not be taken onto patio.
- g. It is highly recommended to rent a minimum of two hours of setup time and one hour of tear-down time for any rental using catering and/or bar services.

## **8. Security**

- a. Security is required for any event serving 80 or more people and all events serving alcohol or at Rental Coordinators discretion. FWPRD staff schedules all security personnel and reserves the right to require additional officers based on the guest count or type of activity. Security is scheduled beginning one half hour

(30 minutes) before the renter's guests arrive, until all guests, vendors, volunteers and renters have left the property.

- b. Amount of necessary security is at the discretion of FWPRD, but generally speaking, one officer must be near each bar and one officer must staff each rented area. Multiple officers will be scheduled to roam large events. Private events on the Wells Street bridge will require two officers in order to monitor access to the bridge.
- c. Renters may not hire their own security.

## **9. Housekeeping/Storage**

- a. Promenade Park does not provide linens, service ware, party supplies, or decorations.
- b. All deliveries should be scheduled to arrive after the setup time begins. All items must be picked up at the end of the event and removed from the facility. It is the Licensee's responsibility to schedule pick-up times of any items. All items left after the event will be disposed of by the FWPRD at renter's expense.
- c. Promenade Park does not provide secure storage space for non-secured areas. Licensee should keep all items in their possession or arrange for on-site security.

## **10. Music**

- a. For all events, DJs and musicians are required to stop playing music promptly at 11:00 p.m.
- b. Permission may be granted to have music and/or to use a PA system throughout an event. FWPRD approval will be based on the time of day requested, the level of impact to the surrounding areas, and the length of use. If approved, the renter is responsible for keeping noise levels within the allowed limits, and terminating the music at the approved time. Noise levels should not disturb adjacent rental activities or residents. FWPRD reserves the right to alter or cease any performance or music that is significantly disruptive to park operations.

## **11. Parking**

- a. Promenade Park does not provide reserved parking spaces. There is a limited number of on-street parking along Superior Street and Harrison Street. These are not reservable. Please refer to the Downtown Parking map for more parking locations.
- b. There is a limited number of handicap spots on the on the west side of the Park Foundation Building. These are not reservable.
- c. Parking is on a first-come, first-served basis and is not reserved for rental groups, rental vendors or anyone else. Parking violators will be subject to fines and/or towing at owner's expense, including on evenings and weekends.
- d. There is a marked 30-minute loading zone on the west side of the Park Foundation Pavilion. Rental Coordinator will enforce rules in this zone up to and including use of law enforcement officers, if necessary. Vendors and renters may quickly unload and load their items, but will not be permitted to park in this zone for any reason at any time.
- e. Finding parking for guests is the responsibility of the renter. It is recommended to use the downtown parking map provided in the rental packet.

## **12. Other General Park Restrictions**

- a. Large (anything over 10'x10') tents must be provided by an approved tent vendor. See Appendix B. All tents, no matter size, must be included on the layout and setup plans.
- b. All fencing and tents must be self-supporting (weighted). Permittee will be responsible for all damages.
- c. Due to multiple underground water and electricity lines, no staking, signs, tents etc., into the ground.
- d. Use of inflatable rides must be supervised by an adult 18 years or older and must follow all park rules.
- e. The use of spray paint or other permanent markings are prohibited on the property and any damages as the result of such use will result in additional fees for repair.
- f. Open fires are prohibited.
- g. Additional power may be added with written approval from the FWPRD Department, however the permittee will need to make all arrangements and pay all costs of additional power. Small generators may only be placed in approved areas.
- h. No vehicles, including golf carts, are allowed in the park without written special permission of FWPRD.
- i. No fireworks are permitted in the park.
- j. No balloon, fire lanterns or similar releases are allowed without written permission from the FWPRD.

## **13. Restrooms/Porta Johns**

- a. There are public restrooms located outside of the south side of Park Foundation Pavilion. These facilities are for use by the park cafe and general park user, and not those attendees for the rental event.
- b. Permittee is required to provide one portable RESTROOM for every 100 people estimated attending. If you provide even one restroom, it must be ADA approved. After that a general guide is 1 ADA restroom per 20 provided. More restrooms may be needed based upon how long the event will last, if there is food or alcohol served, etc. There must be at least 1 hand wash station for every 4-10 restrooms.
- c. Those only renting the Park Foundation Pavilion are not required to provide additional restroom facilities.

## **14. Trash**

- a. Trash collection on a regular and thorough basis is required throughout the event and is the responsibility of the renter.
- b. Park Foundation Pavilion renters should dispose of trash in the containers provided and leave trash in tied bags inside of the pavilion. Failure to do so will result in additional fees.
- c. The number and type of containers will vary depending on the type of event. The renter is responsible to work with a trash vendor to pick up trash immediately following the event. FWPRD will work with renter to determine the number and type of trash containers needed.
- d. See Appendix B for a list of trash vendors.

## **15. Park Foundation Pavilion**

- a. No helium filled balloons are allowed in the pavilion.
- b. No open flames or anything that is combustible are allowed in the pavilion.

- c. Battery operated tea light candles, etc. are permitted.
- d. No confetti, table sprinkles, bird seed, glitter, rice, acrylic beads, and flower petals may be used.
- e. No Party Poppers or similar devices are allowed.
- f. No liquid bubbles are to be used in the pavilion. They are permitted outside.
- g. No nails, hooks, tacks, staples, or screws are to be driven into any part of the building or equipment. No decorations, screens, or any items may be attached or hung from the ceilings. Alterations of any kind to the building or equipment will not be permitted. Nothing may be taped to or attached to the building. Nothing can be hung from the canal wall.
- h. Table/Chair Availability and Setups:
  - i. Tables and chairs provided may only be used inside the Park Foundation Pavilion. They may not be moved to the outside patio or anywhere else in Promenade Park. Additional table and chair needs should be coordinated with an outside vendor. See Appendix B for a list of vendors.
  - ii. Renter is allowed to move tables and chairs within the pavilion upon arrival, however Fire Code violations will not be allowed (blocked doors, blocked hallways, inadequate space between tables, etc.)
  - iii. Availability (maximum, subject to layout configuration, day-of availability, and applicable regulations and laws):
    - 1. 8' wide banquet tables (29" tall): 24
    - 2. 5' wide round tables (29" tall): 12
    - 3. 5' wide half-round tables (29" tall): 8
    - 4. Black chairs: 190
  - i. Licensee will communicate with FWPRD staff to create table/chair set-ups at least two (2) weeks before the event date.

## **16. Photography**

- a. May not interfere with scheduled events or programs or prevent use of any space by the public.
- b. If an area is requested to be blocked off for photo taking, pre-approval and rental fees may apply.
- c. Only small props that can be easily carried by one person may be allowed.

## **17. General Special Events**

- a. General Special Events are organized activities that require the use of open park space and/or the closure of roads/sidewalks. They often involve food, beverage, merchandise, amplified noise, or other forms of entertainment. This type of event may also secure sponsorships, raise funds, and/or market to the public. Examples include small concerts, festivals, vendor displays, classes, etc. The final determination of a special event and its associated requirements is at the discretion of FWPRD staff.
- b. Must be scheduled a minimum of 30 days prior to the event.
- c. Requires a non-refundable deposit. (If less than 30 days out, full payment is required at the time of reservation.)

## **18. Special Event Checklist**

*These are potentially required items. This is not an exhaustive list and only meant as a guide. Specific requirements will depend on the actual event.*

- a. Security / traffic plan to police if above 500 people
- b. Proof of General Liability insurance (The FWPRD/City of Fort Wayne added to the policy)
- c. Routes for all runs/walks
- d. Alcohol Permit
- e. Tent Permit if tent is larger than 20x20
- f. Portable toilets – proof of order
- g. Trash containers – proof of order
- h. Vendor permits
- i. Emergency Action Plan
- j. Extra power
- k. Extra water

SEE FWPRD's "Special Event Planning Guide" for more information. All special event site plans must identify the locations of any required elements by the FWPRD.

Permittee shall be required to implement all public safety and security measures deemed necessary by the FWPRD. Such measures shall be based on the type of event, the estimated attendance, the hours of operation, the dates of operation, the predicted parking demand, the predicted peak vehicle egress/ingress demands, and type of structures erected. FWPRD reserves the right to make changes in all event site plans.

## **19. Inclement Weather**

- a. The FWPRD reserves the right to cancel or relocate an event due to poor weather or adverse property condition (including high water).
- b. No rain dates will be issued. Refunds will not be granted for inclement weather unless the event was cancelled by the FWPRD.

## **20. Damages**

Additional fees may be assessed to the renter that may include but not limited to the following:

- a. Excess litter and debris
- b. Damage to buildings and grounds
- c. Damage due to grease and oil spills
- d. Damages due to pedestrian traffic
- e. Damages caused by participants, vendors, event contractors, etc.

## **21. On-Site Assistance**

- a. FWPRD staff is available to answer questions regarding Promenade Park. They are available to assist with the development of site plans, making suggestions, and for on-site consultation prior to and during setup.
- b. FWPRD staff will, in most cases, be on site during major special events or rentals.
- c. You may be charged for additional staff up to our discretion.

## **22. Other Prohibited Uses**

- a. Promenade Park has been established as a focal point "event" park and the City desires to maintain the park at a "showcase" level. Therefore, organized and drop-in youth or adult activities (i.e. athletic programs, exercise classes, runs, rides, performances, etc.) are prohibited (unless they have received written authorization from the FWPRD).

## **23. Use of Boat Dock**

- a. Use of the existing Promenade Park Boat Dock (s) may be approved by the Deputy Director or Director.
- b. Depending on the size and scope of use, special event and other fees may apply.
- c. Any temporary dock improvements must be approved by Deputy Director or Director. All associated costs will be paid by the licensee.

## **24. Additional Fees**

- a. Rental Space Determination: FWPRD reserves the right to require any renter whose event will reasonably and effectively use the entirety of the park, and which will effectively prohibit FWPRD from renting any spaces concurrently, to rent all available rental spaces. For example: A band performance using the Auer Lawn that will draw such a large crowd as to prevent a private wedding ceremony on the Wells Street Bridge at the same time. This renter would be required to rent all spaces. Final rental determination is at the discretion of FWPRD.
- b. Nonprofit rate: Any organization requesting the nonprofit rental rate must provide all requested documentation supporting nonprofit status asked for in section 2.e.
- c. Vending Fees: Any person, organization, or company selling goods or services or engaging in monetary transactions at the invitation or behest of a renter must apply for a daily vending permit for each event they participate in. The vending permit will be reviewed and approved by FWPRD staff. Anyone providing a good or service which would otherwise be withheld but for a donation is considered a vendor and must have a permit. Anyone accepting donations is also considered a vendor. Those who wish to vend must email the Rental Coordinator with all details of their intended activities, including items or services being sold, space needed, logistical details, etc. If approved, vendor will receive confirmation of approval of intended plans via email. Vendor must then print and attach this approval to the FWPRD vending permit application which must be submitted and paid for at the FWPRD Administration building at 705. E. State Blvd. during normal business hours.
- d. Stanchion: Events renting or using stanchion on the Auer Lawn (or excessive extra stanchion in other areas of the park) will be required to pay an additional fee for their use. Stanchions will be supplied, set up, and torn down by FWPRD staff.



- e. Early arrival: Any renter who arrives early (or their guests, participants, or vendors) and proceeds to utilize the applicable space in a way which reasonably prohibits use by the general public (unloading materials, starting setups, closing off spaces, reasonably consuming spaces, etc.) will be charged the normal rate for that space which will be rounded up to the whole hour. Fees will be assessed and billed after event.
- f. Late tear down/clean up: Any renter who stays past their rented time (or their guests, participants, or vendors) will be charged the normal rate for that space which will be rounded up to the whole hour. Renters will also be charged the normal hourly rate for security officers who are required to stay late. Fees will be assessed and billed after event.
- g. Additional FWPRD staff: The scheduling of additional FWPRD event staff is at the discretion of the FWPRD Rental Coordinator. Additional staff may be required for events which are large, logistically complicated, a potential security risk, a potential risk to the park or park patrons, or for specific tasks such as monitoring of the gas fire pits, docks, etc. Renter will pay per hour for each staff person.
- h. Gas Fire pits: A charge for each gas fire pit will be assessed. A staff person will also be scheduled to monitor gas fire pits.
- i. Security fees: Security is charged at the market rate, which is generally \$55/hour per officer on most days and \$75/hour per officer on City of Fort Wayne holidays (subject to availability). If another security vendor is required (at the discretion of FWPRD), renter will pay full fee. Events which have a large attendance will also be assessed fees for fire marshals, at the discretion of FWPRD and FWFD, and will pay market rate.
- j. Damages: Any damages to the park or property will be assessed for all materials, services, and FWPRD staff time (\$50/hour). Fees will be assessed and billed after event.
- k. Catering fees: See Appendix A. This fee is paid to your caterer, not FWPRD. Other fees from your caterer and/or bar should be expected.

**25. Damage/Defacement of Premises:** Licensee will not injure, mar, or in any way deface the building, gardens, grounds, equipment, or furnishings. No nails, wire, hooks, tacks, staples, screws, or duct tape will be attached to or driven into any part of the building, equipment, or furnishings. Licensee will not make or allow any alterations to the premises. If any part of the premises is damaged by the act, default, or negligence of Licensee or its agents, employees, patrons, or persons it admits to the premises, or if the premises needs excessive cleaning to be determined by the FWPRD due to the Licensee's or its agents' actions, the Licensee shall pay to the Board of Parks Commissioners, upon demand, the sum necessary to restore the premises to its original condition.

**26. Liability For Property Loss/Personal Injury:** The Fort Wayne Parks and Recreation Department, the Board of Parks Commissioners, the City of Fort Wayne and their respective officers, employees, directors, members, agents, departments and divisions neither assumes nor accepts responsibility for any property placed on or about the premises by the Licensee or others on the property at the Licensee's request, property damage, personal injury or death caused by Licensee, its agents, Licensees invitees, or representatives or by any third party relating to any activity, incident, accident or conduct occurring on or about Promenade Park in connection with or as a result of this Contract. Licensee hereby waives, releases and discharges the Fort Wayne Parks and Recreation Department, the Board of Parks Commissioners, the City of Fort Wayne and their respective officers, employees, directors, members, agents, departments and divisions from and against any and all claims, lawsuits, damages, and actions, arising out of the entry upon, operation, occupancy and use of Promenade Park by Licensee, its agents, Licensees invitees or representatives for any reason.

**27. Indemnity:** Licensee shall defend, indemnify and hold harmless the Fort Wayne Parks and Recreation Department, the Board of Parks Commissioners, the City of Fort Wayne and their respective officers, employees, directors, members, agents, departments and divisions from any and all demands, damages, liabilities, costs and

expenses (including reasonable attorney's fees), judgments, settlements, and penalties of every kind and nature arising directly or indirectly out of Licensee's entry upon, occupancy and/or use of the Promenade Park including, without limitation, damages to property, personal injury or death arising from or claimed to have arisen from any act or omission to act by Licensee or any of its agents, Licensees invitees or representatives while on or about Promenade Park. Licensee shall not settle or compromise any claim, suit, or action, or consent to entry of judgment without the prior written consent of the Fort Wayne Parks and Recreation Department without an unconditional release of all liability by each claimant or plaintiff to Promenade Park.

**I UNDERSTAND AND AGREE TO THESE TERMS:**

**Licensee**

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**FWPRD Representative**

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Rental Event Information

Today's Date: \_\_\_\_\_ Rental Coordinator: \_\_\_\_\_

Event Day and Date: \_\_\_\_\_ Event Type: \_\_\_\_\_

Space/Facility Renting: \_\_\_\_\_ Attendance: (*See Max Capacities*): \_\_\_\_\_

Total Rented Time (hours): \_\_\_\_\_

Set Up Start: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event End: \_\_\_\_\_ Tear Down Finished: \_\_\_\_\_

Security Start: \_\_\_\_\_ Security End: \_\_\_\_\_ # of Officers: \_\_\_\_\_ Last Call Time: \_\_\_\_\_ Holiday? Y / N

#### **Renter Information:** (*Must be at least 21 years of age*)

---

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

COMPANY/ORGANIZATION NAME (if applicable) \_\_\_\_\_

*Not-for-Profit fee: (must have the first two pages of the 990-tax form attached)*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Office Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

---

#### **Rental Fees:** (*See Fees Worksheet for details. Post-Event Fees are assessed and billed after the event*)

Total Facility Fee: \_\_\_\_\_ Total Other Pre-Event Fees: \_\_\_\_\_ Total Fees to Rent: \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_ date: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ date: \_\_\_\_\_

Deposit Paid by: Cash \_\_\_\_\_ or Check # \_\_\_\_\_ Credit Card (circle one): VISA or MC or DISCOVER

Card#: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-digit code (back of card): \_\_\_\_\_

Name Printed on Card: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

# Promenade Park Rental Fees Worksheet

Rental Date:	Renter Name:			
Year Rate:	<b>Facility Rental Fees</b>			
Space	Base Fee	# Additional Hours	Add. Hours Rate	Total
1:				
2:				
3:				
4:				
Whole Park:				
		TOTAL FACILITY FEE:		
Year Rate:	<b>Other Pre-Event Fees</b>			
	Rate	# Units	# Hours	Total
Security Officers				
Vending Fees				
Stanchion Fees				
Additional FWPRD Staff				
Gas Fire Pits				
		TOTAL OTHER PRE-EVENT FEES:		
		<b>TOTAL FEES ASSESSED TO RENT:</b>		
Year Rate:	<b>Post-Event Fees</b>			
Early Arrival	Rate	Number of Hours		Total
Space 1				
Space 2				
Space 3				
Space 4				
Whole Park				
Late Tear Down/Clean Up	Rate	Number of Hours		Total
Space 1				
Space 2				
Space 3				
Space 4				
Whole Park				
Damages	Rate	Number of Hours	Supply Cost	Total
Supplies				
Services				
Staff Time				
		TOTAL POST-EVENT FEES		

## Appendix A – Food and Alcohol Caterers

### Alcohol-Exclusive Provider

All alcohol in Promenade Park must be provided by teds Snack + Bar. Renters will work directly through teds by emailing [events@teds-market.com](mailto:events@teds-market.com).

### Food Catering

If you choose to have food at your event, you will need to choose from one of our pre-approved caterers. It is your responsibility to connect with your caterer of choice to make arrangements as soon as possible. This may ensure they will be able to accommodate you for your event. Once you've selected a company, please let us know (no less than 2 weeks before your event). Caterers should not arrive before contracted rental time.

Blu Spoon	(260) 456-6563	<a href="mailto:catablu@aol.com">catablu@aol.com</a>
Mad Anthony's/Shigs in Pit	(260) 222-6704	<a href="mailto:cateringservices@madbrew.com">cateringservices@madbrew.com</a>
Ceruti's Catering	(260) 207-2000	<a href="mailto:lacrabill@cerutis.com">lacrabill@cerutis.com</a>
Lucille's BBQ	(260) 203-3937	<a href="mailto:lucillesbbq.catering@gmail.com">lucillesbbq.catering@gmail.com</a>
Goeglein's Catering	(260) 749-5192	<a href="mailto:catering@goegleins.com">catering@goegleins.com</a>
teds Snack + Bar	<i>E-mail only</i>	<a href="mailto:events@teds-market.com">events@teds-market.com</a>

The above food and alcohol providers ensure a quality food and beverage experience for your event, and pay a fee for this exclusive right. This fee (see chart below) is typically passed onto the renter by the food and alcohol provider and reflected on your catering bill. Renters pay this fee to their selected caterer and NOT the Fort Wayne Parks and Recreation Department. Other fees may apply from the caterer and alcohol provider.

Friday-Sunday Catering – 1 rental space	\$160.00
Friday-Sunday Catering – 3 or more rental spaces	\$370.00
Monday-Thursday Catering – Pavilion, Lawn, or Bridge	\$80.00
Monday-Thursday Catering – Plaza	\$55.00
Monday-Thursday Catering – 3 or more rental spaces	\$185.00
Bar Catering Fee (Only for rentals with a bar set up)	Refer to teds

## **Appendix B – Outside Vendor Recommendations**

### **Tables/Chairs/Tent Vendors**

Mutton Party and Tent Rentals – (260) 432-8636

A Party Apart – (260) 969-0999

All Occasion Party Rentals – (260) 484-3964

Countryside Tent Rental, Inc. – (260) 437-0417

JAKD Party Rental – (260) 264-6386

### **Trash Vendors**

Republic Services- (260) 747-4117

Waste Management- (844) 492-9417

Kirbsey Container- (260) 633-1900 (smaller scale events)

### **Portable Toilets/Hand Wash Station Vendors**

Nowak Supply Company- (260) 424-1901

King's Johns- (260) 748-0441

Taylor Rental/Auburn- (260) 925-3000

### **Audio/Visual Vendors**

CSD Group LLC – (260) 918-3500

Blueberry Sound LLC – (260) 373-1967

Arcpoint Productions – (260) 557-3128