

FAQ RENTAL USE

Do I have to use a caterer on your list or can we bring our own food?

We have a list of House Caterers you must use. Catering staff must stay onsite to ensure food safety and Board of Health rules are followed. For the Wolf Learning center, you may bring your own food if you have less than 80 people. You are more than welcome to host a dessert only event.

Is alcohol allowed at our event?

Yes, but alcohol may not be carried in; all alcohol must be provided and served by licensed bartender from an approved caterer. Farm Park staff and/or security reserve the right to remove and dispose of alcohol without compensation to the Licensee or their guests. All alcoholic beverages must be kept in and consumed in the contracted event space. Per State of Indiana excise laws:

How do I make sure my date is confirmed?

If the date you're requesting is available you will fill out the contract and turn it back in with the coordinator along with 50% of the total rental fee (cash, credit or check). The remaining balance of your rental fee is due no later than 30 days before your event. No dates will be secured without receipt of a deposit and a signed contract.

Do you provide chairs and tables?

Yes, but they must stay inside the facilities. Many local vendors rent outdoor chairs. Please remember that you need to plan to have these picked up before your event is over as Salomon Farm Park will not be responsible for any items left at the park.

Do you provide tablecloths?

No, but many caterers offer these items.

Do you have a sound system or TV screens we can use?

No, not in the Old Event Barn but the Wolf Learning Center does.

Do I have to work with Approved Vendors for other services like my photographer, DJ, florist etc.?

No, we do not have any additional requirements for vendors; you will need to coordinate your rental times with all your vendors as the barn will not be open outside your rental times.

Can I have a tent at my event?

Tents and canopies are regulated by the Indiana Department of Homeland Security and must meet their requirements for fire safety; therefore, any and all tents for private events must be approved by the Manager of Outdoor Recreation at least 3 months in advance. Private tents cannot be used on the property for rentals.

My event starts at 5:00 p.m. and ends at 9:00 p.m. why am I charged for 5½ hours of security instead of 4?

Security Officers are scheduled to arrive ½ hour before the start of your event and must stay on the property until all guests and renters have left the facility. This accounts for the additional 1 ½ hours both before the event and during clean-up time.

Quick Rules

- All buildings on the property have been designated as smoke and vape free environments, including rental facilities, barns, and restrooms. An outdoor area away from the buildings is provided for smokers with an ash receptacle.
- Pets are not allowed inside any of our rental facilities.
- No bales of hay/straw are allowed inside any of the facilities.
- No flammables/open flames of any kind are allowed on the Salomon Farm Park property (i.e. fireworks, sparklers, paper lanterns, heaters, air conditioners).
- No decorations may be affixed with tape, tacks, nails, screws, etc. in any building, structures, or trees.
- No decorations may be hung from rafters or ceiling of any building.
- Rentals do not include a separate date for rehearsal time (unless reserved).

Now that you've read some FAQ and rules about Salomon Farm Park.

What are the next steps?

1. Look over pricing of the rental facilities.
2. Contact the rental coordinator at Salomon Farm Park via email at FarmRental@cityoffortwayne.org or call (260) 427-6790 ext.1 to find out available dates.
3. If your desired date is open for rental, read the contract and fill out the areas on all necessary paperwork.
4. Return completed paperwork via email or schedule a time with the coordinator to do so. (50% of total fee is due when contract is turned in to reserve any date. Payment can be made with cash, check or credit card.
5. Start planning your event!
6. Rental coordinator must receive confirmation of booked caterer and event hours, and receive payment of all remaining balances no later than 30 days prior to the event.