

Salomon Farm Park Rental Reservation Contract

817 W. Dupont Road Fort Wayne, IN 46825

FW Parks Department Main Office: 705 E. State Blvd. Fort Wayne, IN 46805

Rental Venue Capacities

Historic Old Barn ---- 170

Wolf Family Learning Center ---- 150

Salomon Family Homestead ---- 25

Open Space ---- 50

- Covered Bridge
- Flower Field

Licensee: _____ Year Rate: _____

Event Type: _____ Selected Venue(s): _____

Event Date: _____ Rental Fee(s): _____

Time of Rental: _____ to _____ *Security Fee(s): _____

Time of Event: _____ to _____ Total Event Fee: _____

Expected Attendance: _____ Deposit (50% of Total Event Fee) Due: _____ **Deposit due at booking.**

Additional Event Fees: _____ Remaining Balance: _____ **Total Event Fee Balance Due: _____ (30 days before event)**

Extra Event Information: _____

_____ *If applicable, Security from _____ to _____.

SPECIAL NOTE – Booking/Contracts/Deposits are done through the Salomon Farm Park Rental Coordinator (SFPRC). For effective communication, please select a primary contact person from your party for the rental/event booking. The SFPRC is not responsible for communicating with multiple individuals associated with bookings, only with the primary & secondary contacts listed on Page 5 of 5.

DEPOSIT/CONTRACT – A deposit of 50% of the Total Event Fee, which includes rental fee + security fee (if applicable), is due upon booking. No dates will be secured without receipt of a deposit and a signed contract. A confirmation receipt is emailed to primary contact after processing/reservation has occurred, and may take 1 – 2 business days to arrive.

CANCELLATION/REFUND POLICY – Six (6) or more months prior to an event – A full refund minus 20% of the initial deposit. Less than Six (6) months prior to the event – No refund UNLESS equal booking is attained. Above penalties apply.

TRANSFER TO A NEW DATE – Transfer fee of 20% of the initial required deposit; subject to availability and possible price increase of new date. Only one transfer per licensee per event.

PAYMENT OF BALANCE – The remaining balance of the Total Event Fee is due one month before the event date. Failure to pay the balance within one month of the event may result in the forfeiture of the rental date and all payments. Event Licensees who book a date less than one month away must pay the full event and security fees upon booking. These fees are non-refundable and non-transferable.

Payment Information

Deposit paid by CASH ___ CHECK # ___

Credit Card

VISA MASTER CARD DISCOVER

Card #: ___ / ___ / ___ / ___

Card Expiration Date: _____

3-Digit Code: _____

Name on Card: _____

Card Billing Address: _____

Park Rules

- ❖ Salomon Farm Park is a Fort Wayne city park and is open to the public from 6:00 am – 11:00 pm. The public is not permitted inside a venue when it is rented and SFP staff will be present to enforce this.
- ❖ Help keep the farm animals healthy and do not feed the animals.
- ❖ Children and adults may not climb on or over fences nor gates or have access to the animal pens.
- ❖ Children must be supervised at ALL TIMES on the property.
- ❖ Dogs must be kept on leashes at ALL TIMES, kept away from livestock, and all waste picked up and disposed of by owner or guardian. Pets are not allowed inside any of our rental venues.

Rental Time Specifics –

- ❖ **Old Barn Weekend (F/Sa/Su) rentals** are 8-consecutive hours.
 - 3 hours of Set-Up time
 - 4 hours of Event time (which constitutes 5.5 hours of security, and scheduled a half hour before the event begins)
 - 1 hour of Clean-up (security stays until clean-up time is over) and starts no later than 10 pm
 - Same day set-up time and event time can be added per consecutive hour for additional fees.
- ❖ **Old Barn and all W.F. Learning Center Weekday (M-Th) rentals** are 6-consecutive hours.
 - No additional set-up time nor event time may be added.
 - Note: If the Old Barn and W.F. Learning Center are booked together, the 8-consecutive hour rental policy applies.
- ❖ **Homestead rentals** are 6-consecutive hours.
 - If the Homestead is rented in conjunction with the Old Barn, then the Homestead will be locked at the start of the event time (beginning of ceremony and/or reception), and unlocked at the end of the event time.
- ❖ Events and/or set-up time may begin as early as 9:00 am and the hours are consecutive.
- ❖ All event rental clean-ups must end by 11 pm – the time the park closes.

Additional Event Add-ons –

Stanchioned Event Space – For an additional fee, SFP staff will set-up and tear down a 30’ x 30’ stanchioned area directly outside the Old Barn on the east side. Alcohol can be taken into this area only if an approved licensed beverage vendor and security officer are on premises for the entirety of the event venue rental.

Wagon Ride – For an additional fee, a wagon ride may be booked to take no more than 18 people for a wagon ride. All riders must stay seated during the duration of the wagon ride. Only one round-trip ride will be provided during the event time and an already pre-selected time must have been discussed with SFPRC prior to the event. No food nor drink is permitted on/during the wagon ride.

Animal Interaction – For an additional fee, SFP staff will accompany up to six people at a time with interactions with specified animals chosen by SFP staff. Not all animals will apply. Interactions are only available during event time and an already pre-selected time must have been discussed with the SFPRC prior to the event. Animal interactions subject to change at any time by SFP staff.

Wedding Arch – For an additional fee, a hexagon, square, or cross can be added per request and availability.

Historic Buildings Statement

Together the Old Barn and the Salomon Homestead are a local historic district granted by the Fort Wayne Historic Preservation and Protection Ordinance and Historic Preservation Commission. The following policies are to protect these historic landmarks and the surrounding property while still allowing for community events that service thousands of people each year.

*To help us preserve and protect historic buildings, public parkland, wildlife and domestic livestock,
and this valuable community resource, the Licensee agrees to the following restrictions:*

Decorations –

- No flammables/open flames of any kind are allowed on the Salomon Farm Park property (i.e. fireworks, sparklers, paper lanterns, heaters, air conditioners).
- Battery-operated candles are the only candles permitted – indoors and outdoors.
- No bales of hay or straw are allowed inside any of the venues.
- All buildings on the property have been designated as smoke/vape free environments, including venue facilities, barns, and restrooms. A small unprotected outdoor area is provided for smokers with an ash receptacle.
- The Old Barn is not climate controlled and the use of heaters is not permitted. Licensees utilizing the Old Barn may provide fans for their event. Please plan your event accordingly.
- No decorations may be affixed with tape, tacks, nails, screws, etc. in any building, structures, or trees. Releasing helium balloons, or spreading artificial flower petals, anywhere on the park property is not permitted. These activities are considered littering and are a threat to animals – both wildlife and livestock. The Licensee is subject to associated litter fines and veterinary bills incurred as a result of livestock ingesting litter from the event.
- No decorations, lights, signage, furniture, or other items may be placed on/in plants, trees, garden beds or water features.

- Licensee is responsible for removing any - and all - decorations they brought in before the end of their scheduled rental time. Items may only be left overnight if the Licensee has rented multiple days and has received written approval from Salomon Farm Park staff.

Housekeeping/Storage/Decorating –

- Salomon Farm Park staff will provide trash receptacles, can liners, and stock all restrooms prior to and during the event. During **Old Barn and Homestead rentals**, the SFP staff will remove trash.
- For **W.F. Learning Center rentals**, the Licensee:
 - will be provided cleaning supplies – rags, soap, water, brooms, and mops.
 - is responsible for cleaning spills, wiping tables, chairs, and counters, sweeping debris, and removing trash.
 - is responsible for taking trash to the dumpster just west of the W.F. Learning Center parking lot.
 - is responsible for leaving the learning center in the condition it was found at beginning of the rental.
- The Licensee is responsible for setting up tables and chairs.
- Tables and chairs rented from a third party may not be left on the property after the end of the rental or overnight. All rented items must be picked up before or during the scheduled rental time.
- Salomon Farm Park does not provide linens, service ware, party supplies, extension cords or decorations.
- All deliveries should be scheduled to arrive during the Licensee’s rental time. All items not belonging to Salomon Farm Park must be picked up at the end of the event and removed from the venue. 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 SFP staff.
- Licensees may bring a ladder - no taller than 8 feet - to access hooks in the Old Barn for decorating.
- No decorations may be hung from rafters or ceilings of any building.
- Licensees may decorate the venue rented and immediate surrounding grounds, but do not have access or any rights to any other buildings or areas on the property that the Licensee has not reserved with a signed contract.

Outdoor Use –

- Outdoor use such as wedding ceremonies or outdoor activities (i.e. games, picnicking, etc.) is permitted in the immediate areas around the rented venue.
 - The following restrictions apply:
 - Rentals do not include a separate date for rehearsal time (unless reserved).
 - Rentals include use of the rented venue, bathroom facilities (adjacent building for Old Barn), and the immediate surrounding grounds. Ceremonies may take place in outdoor areas approved by Salomon Farm Park Rental Coordinator.
 - Tables and chairs included in rental cannot be used outdoors.
 - No access to the basement of the Old Barn, nor basement or second floor of the Homestead, is permitted for any reason during any venue rental.
 - Nothing may be driven or staked into the ground without prior written approval from the Salomon Farm Park Operations Manager.
 - Tents are not permitted without prior written approval from the SFP Operations Manager.

Open Space – Near the Covered Bridge or in a Flower Field for up to 50 guests. Tents, chairs, and tent (required) permits would be the responsibility of the Licensee. A copy of the permit(s) must be submitted to the SFP Operations Manager to be approved and kept on file. No chairs or tables are provided by Salomon Farm Park for the rental of open space at the Covered Bridge. However, there are limited tables and up to fifty (50) chairs for rental in a Flower Field. Parking for the Covered Bridge is in a designated area along Till Road (parallel to Dupont Road) for both Licensee and guests. Parking for a Flower Field open space rental is either in the main parking lot located on north side of the W.F. Learning Center or in the Old Barn parking lot just south of the Old Barn.

Parking for Venues – Guests may only park in the lot for the rented venue (i.e. if the Licensee books the W.F. Learning Center, guests and Licensee may only use the W.F. Learning Center parking lot). Overflow parking in grassy areas is not permitted and Licensee may be responsible for damages to property caused by improper parking by their guests.

Music – For all events, DJs and musicians must stop playing music at the end of the event time to signal the start of the clean-up time. All entertainment must be kept to 120 decibels or less in consideration of the Salomon Farm Park’s nearby neighbors. It is preferred that DJs bring their own tables.

Homestead Venue Use –

- ❖ **No alcohol is permitted in the Homestead.** Salomon Farm Park staff and security officer(s) hold the right to remove and dispose of any alcohol found within the Homestead without monetary compensation to the Licensee.
- ❖ Furniture may not be rearranged nor décor in the Homestead be moved or taken down.
- ❖ For events in which the Licensee rents **both the Homestead and the Old Barn**, the Homestead may only be used for the Licensee and up to 25 guests.
- ❖ **If the Homestead is rented in conjunction with another facility on the same day**, once the event begins the Homestead will be locked by Salomon Farm Park staff and will not be reopened until the scheduled clean-up time begins.
- ❖ No decorations may be affixed with tape, tacks, nails, screws, etc. to any wall, structure, or furniture in the Homestead.

For All Catered Events – Salomon Farm Park...

- Requires the Licensee provide confirmation of the selection of the house caterer one (1) month before the event date.
- Has a separate agreement with our approved vendors to provide services and assess a fee for food and beverage sales. Please be aware that most caterers will pass this cost along to their customer. If the Licensee uses more than one caterer/vendor, each vendor will be assessed the catering fee.
- *Catering staff must stay onsite to ensure food safety and Board of Health rules are followed.*

Venue Catering Specific Information –

- ❖ **Old Barn** – Due to the Old Barn’s rustic nature,
 - All events must be catered using a caterer from the list of Salomon Farm Park approved caterers for service of both food and beverages.
 - Desserts and celebratory cakes are excluded from this requirement.
- ❖ **Wolf Family Learning Center** –
 - For all events with more than 80 guests, the Licensee must select a caterer from the list of Salomon Farm Park approved caterers for service of both food and beverages.
 - Desserts and celebratory cakes are excluded from this requirement.
 - *Events with less than 80 guests are not required to use an approved caterer and may carry in their own food.*
 - If under 80 guests, a different caterer may be used. SFP Rental Coordinator will need to know who you chose.
- ❖ **Homestead** –
 - The Licensee may carry in food and non-alcoholic beverages.
 - No alcohol is permitted in the Homestead.

ALCOHOLIC BEVERAGES – Alcohol may not be carried in AT ALL. All alcohol must be provided and served by a licensed bartender from an approved caterer. Salomon Farm Park staff and/or security officer 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 venue space and/or additional contracted stanchioned area (30 x 30 open space) off Old Barn.

Per State of Indiana excise law:

- **No alcoholic beverages may leave the premises under any circumstances and no alcoholic beverages may be brought onto the property by the Licensee. Salomon Farm Park requires the licensed caterer to uphold all applicable federal, state, and local laws and Salomon Farm Park policies.**
- **Alcohol service may not begin before the scheduled security officer has arrived and will end thirty (30) minutes prior to the scheduled ending time of the event.**
- **No alcohol is permitted on a self-serve basis nor can any bottles be left on tables for guests to serve themselves. If the Licensee wants to keep any alcohol they paid for from the caterer, the caterer will then have to meet Licensee off Salomon Farm Park premises to arrange pick-up of alcohol. SFP staff and/or security shall have the authority to monitor the bar.**

Security – A security officer...

- ***Is required for any event servicing more than 80 guests.***
- ***Is required for any event servicing alcohol.***
- Is scheduled by the Salomon Farm Park staff through its own contracted provider and reserves the right to require additional officers based on the guest count and number of contracted venues for same event.
- For the Old Barn is required for a minimum of 5.5 hours for an 8-consecutive hour rental, and is subject to market pricing at the time of Licensee’s event. Additional security time can be added for a fee to the base 5.5 hours.
- Is scheduled to start work one half hour (30 minutes) before guests arrive and is required to stay until the last person leaves the park. Security and Salomon Farm Park staff lock the contracted venue(s) and close the property gate at the end of the rental. Licensee could incur additional fees for failure to vacate Salomon Farm Park within the agreed upon time-frame.
- *Venue rental fees do not include applicable costs for security. Cost of security is in addition to venue fee.*
- Fee can be waived for any event having **less than 80 guests and no alcohol** with a written request to the Salomon Farm Park Operations Supervisor - who reserves the right to waive security requirements.

Damage/Defacement of Premises – Licensee will not injure, mar, or in any way deface the buildings, gardens, grounds, equipment, furnishings, or livestock. No nails, wire hooks, tacks, staples, screws or tape will be attached to or driven into any part of the building, equipment, furnishings, built structures, or plants/trees. 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 the Licensee or its agents, employees, patrons, or persons it admits to the premises, or if the premises are in need of excessive cleaning due to the Licensee 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.

Liability for Property Loss/Personal Injury – Salomon Farm Park, 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, Licensee’s invitees, or representatives or by any third party relating to any activity, incident, accident or conduct occurring on or about Salomon Farm Park in connection with or as a result of this Contract. Licensee hereby waives, releases and discharges Salomon Farm Park, 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 Salomon Farm Park by Licensee, its agents, Licensee’s invitees or representatives for any reason.

Indemnity – Licensee shall defend, indemnify and hold harmless Salomon Farm Park, the Board of Park 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 Salomon Farm 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, Licensee’s invitees or representatives while on or about Salomon Farm Park. Licensee shall not settle or compromise any claim, suit, or action, or consent to entry of judgment without the prior written consent of Salomon Farm Park without an unconditional release of all liability by each claimant or plaintiff to Salomon Farm Park.

Salomon Farm Park Rental Reservation Contract

I UNDERSTAND AND AGREE TO THESE TERMS OF THIS CONTRACT:

LICENSEE:	SALOMON FARM PARK:
Printed Name: _____	Printed Name: _____
Signed: _____	Signed: _____
Date: _____	Date: _____

LICENSEE INFORMATION: *(Please include information for a PRIMARY and a SECONDARY contact.)*

PRIMARY CONTACT	SECONDARY CONTACT
Name: _____	Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____