

FREQUENTLY ASKED RENTAL QUESTIONS

Do I have to use a caterer that your department chooses for my event or can we bring our own food?

At this time the Department does not have a list of House Caterers. You may if you would like hire a catering service or you may bring your own food. Local Board of Health rules apply.

Is alcohol allowed at our event?

The service of alcohol is allowed ONLY for rentals at Fox Island Nature Center and Metea Nature Center. No alcohol is allowed at our outdoor shelter rentals. There are requirements that must be met in order for this service to be allowed.

1. Two Security Officers must be on site the entire time alcohol will be served. There is a four hour minimum and the cost is \$30.00 per hour per officer. This fee is to be paid in CASH to the officers the day of your event. Failure to pay will result in cancellation of alcohol service at your event.

2. A site permit issued by the State of Indiana Alcohol & Tobacco Commission (ATC) must be obtained and displayed at your event. This can be done in one of two ways, either you can obtain your own permit by downloading and completing the Temporary Beer and Wine Permit Application and paying the \$50.00 fee to the ATC or you may hire a licensed alcoholic beverage caterer. A temporary permit is good for beer and wine ONLY. If you want liquor served at your event you must have a licensed alcoholic beverage caterer. Information regarding this application is available at <https://secure.in.gov/atc/2409.htm> . The District 2 Office is located at 1353 South Governors Drive, Columbia City IN 46725, (260) 244-4285.

3. A licensed bartender must serve and be in a defined area. Proof that this person has the proper licensing is required.

Where do I find a “licensed alcoholic beverage caterer”?

The link above will give you instructions on finding a local licensed caterer.

Ok, I understand I have to have security officers if I want alcohol. My brother’s best friend is a police officer, can I just use him and one of his buddies?

No, you must use our Security Officers.

How do I make sure my date is confirmed?

If your date is available you will need to pay a \$50.00 non-refundable deposit and have a signed contract on file in order for your date to be confirmed. The balance of your rental fee is due no later than 60 days before your event. Fees must be in cash or check.

What if I need to cancel my reservation?

Cancellation of a rental made sixty (60) days or more, prior to the rental dated stated on your contract, may be rescheduled one time without payment of an additional reservation deposit. Rescheduled rentals must be rescheduled

within one year of the original rental date and will be subject to availability. Reservation deposits and rental fees will not be refunded.

Cancellations of rentals made fifty-nine (59) days or less, prior to the rental date, will not be entitled to reschedule the facility rental. Reservation deposits and rental fees will not be refunded.

Do you provide table clothes?

No but many local vendors do offer this service as well as other items you may need.

Do you have a sound system or projectors we can use?

No, there are screens located in each classroom you may use but the Department does not have rental equipment.

I also rented one of your outdoor areas to get married in, can I take the chairs out and then bring them back in?

No all tables and chairs must remain inside the building or on the attached decks. Many local vendors rent these items. Please remember that you need to make arrangements to have these picked up before your event is over as Allen County Parks WILL NOT be responsible for any items left in the park.

I rented the full facility for my event, can the exhibits be moved? They don't really fit with my theme.

Sorry but the buildings are County Park Nature Centers and large/permanent exhibits will not be moved for your event. You may be creative and "hide" these items behind curtains etc. Please check with our staff prior to attempting this though as permission is required to do this.

Do you rent tents or can I set up a tent?

We do not rent tents. Rental tents are permitted only in certain areas. Contact our rental coordinator for more information.