

FREQUENTLY ASKED RENTAL QUESTIONS

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. Payments 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?

We do not provide any linens, but many local vendors do offer this service, as well as, other items you may need.

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 Parks does not have a list of House Caterers. You may use the caterer of your choice or bring your own food. Local Board of Health rules apply.

When can I get access to my rental area?

If your rental time is 9am-5pm, then you get access to your rental area at 9am and must be cleaned up and out by 5pm. Same for the 6pm-11pm timeframe – you get access at 6pm and must be cleaned up and out of the building by 11pm. This also applies to Full Facility rentals – you get access to the building at 9am and must be cleaned up and out of the building by 11pm.

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

No, there are screens located in each classroom that you may use, but the Parks does not have equipment for you to use.

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.

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.

I 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. Gates are locked at posted times.

Is alcohol allowed at our event?

- The service of alcohol is allowed ONLY for rentals at Fox Island Nature Center and Metea Nature Center – alcohol **must remain inside** the building at all times. 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 \$50.00 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/Wine Permit Application](#) - Type 118 (SF 35494) 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://www.in.gov/atc/alcohol-permit-resources/alcohol-permit-applications-and-forms/> - click on “Temporary Permit Applications”. 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”?

This [Find a Licensed Alcoholic Beverage Caterer](#) will give you instructions on finding a local licensed caterer.

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.