



PARKVIEW FIELD SPECIAL EVENTS GUIDELINES AND POLICIES AGREEMENT



Thank you for choosing Parkview Field for your special event. The following agreement will help ensure success by providing the necessary information to plan your event. Our experienced staff is committed to help you customize and execute your event. We are certain your experience at Parkview Field will be an enjoyable and memorable one!

All catering for special events at Parkview Field will be provided by our in-house catering division, *1301 Catering and Events*. We are pleased to offer a large variety of food, beverage and service options for your event.

Please don't hesitate to contact a Parkview Field representative with any questions, comments or concerns you may have:

Holly Raney

Special Events Manager

260-407-2820

Raney@TinCaps.com

Jen Walters

Special Events Coordinator

260-407-2836

Walters@TinCaps.com

Parkview Field
Home of the Fort Wayne TinCaps
1301 Ewing St
Fort Wayne, IN 46802
www.TinCaps.com
www.ParkviewField.com



PARKVIEW

Field

FACILITY RENTAL

A \$100 non-refundable security deposit will be assessed for all space reservations. This deposit will be applied to all signed contracts. The payment of this non-refundable deposit will secure the event date, time and room location. Included in the space rental:

- House tables and chairs
- Table linens and napkins
- House flatware, serviceware and china
- Set-up & clean up of event space (*A cleaning fee may be assessed for damages)

A confirmed space booking requires a signed contract and deposit. A 50% deposit of the anticipated venue and food and beverage costs will be due 2 weeks prior to the event. The balance of projected venue and food and beverage fees are due the day of scheduled event. If payments are not made by specified dates, Parkview Field retains the right to cancel the event and nullify this agreement.

Upon completion of your event, either the person in charge or a designated representative must sign all banquet and bar checks. Any discrepancies in counts or charges should be identified and resolved at that time.

****IF ROOM RENTAL TIME IS EXCEEDED OVER ½ HOUR PAST STATED END TIME, YOU WILL BE BILLED \$25 PER HOUR FOR EACH ADDITIONAL HOUR.****

****IF YOUR GUESTS STAY PAST MIDNIGHT YOU WILL BE BILLED AN ADDITIONAL \$100 PER HOUR****

A final itemized statement of any additional charges will be forwarded within 3 business days of event date. A late fee of \$25 will be assessed on any balance not paid within 30 days of your event date.

If your group is tax exempt a certificate of tax exemption must be provided to Parkview Field with your signed contract.

CANCELLATION

All initial deposits are non refundable upon cancellation.

If you find you must cancel your event within 1 week prior to event, you will be responsible for the full cost of the agreed upon event charges and payment must be made within 30 days of cancellation or additional fees will be assessed.

GUARANTEE

Parkview Field must be notified of the exact number of attendees at least **2 weeks prior to your event**. This number of attendees will be considered a guarantee for which you will be charged, even if fewer guests attend. This number cannot decrease, however may increase up until 48 hours prior to event. If number of attendees is drastically increased within 48 hours of event, Parkview Field and 1301 Catering and Events cannot guarantee adequate food supply will be available. If Parkview Field does not receive a guarantee at least 2 weeks prior to event, the number of guests estimated on your contract will be used as the guarantee. Your final bill will be for the guaranteed guest count or actual number in attendance, whichever is greater.

ADVERTISEMENTS/ANNOUNCEMENTS

All advertisements/announcements must be approved by a Parkview Field representative. If the *Fort Wayne TinCaps* or *Parkview Field* logos are needed, please request from your Parkview Field representative. In all advertisements/announcements, "*Parkview Field*" must be correctly used as your event venue.

DECORATIONS

ATTACHMENT OF MATERIALS TO ANY PARKVIEW FIELD SURFACE IS PROHIBITED. (Tape, tacks, nails, Velcro, staples, etc.) All requests must be pre-approved by Parkview Field staff. If request is approved, items shall be hung using only painters tape. Candles will be permitted as long as they are properly contained. The use of confetti, glitter or sand to decorate tables or displays is prohibited. A cleaning/repair fee of at least \$50 will be assessed for non-compliance. (* Fee may be increased based upon damage)

Due to set-up circumstances all room layout changes must be submitted a min. of 24 hours prior to your event

FOOD AND BEVERAGE

1301 CATERING AND EVENTS IS THE EXCLUSIVE FOOD AND BEVERAGE PROVIDER FOR PARKVIEW FIELD

1301 Catering and Events is pleased to offer breakfast, brunch, luncheon, hor d'oeuvre, snack, dinner, buffet, and beverage service options for all events scheduled at Parkview Field. We take great pride in customizing a menu to fit your individual event. No outside food or beverage will be permitted inside Parkview Field. (* *Special occasion cakes from a licensed bakery are the only exception*).

1301 Catering and Events/Parkview Field is licensed to sell all legal alcoholic beverages. Indiana State Law prohibits outside alcoholic beverages to be brought into Parkview Field. The Parkview Field staff is required by law to refuse service of alcohol to any guest who appears intoxicated. Valid identification is required for guests. **ABSOLUTELY NO MINORS WILL BE SERVED.**

PARKVIEW FIELD DOES NOT ALLOW ANY OPEN CONTAINERS OF FOOD OR BEVERAGE TO BE TAKEN FROM THE VENUE.

TAX & GRATUITY

Per Indiana State Law, a 7% sales tax will be applied to all event space and services and an 8% sales tax on all food and beverage. A 16% service charge will be applied to all food and beverage.

There will be an additional charge for bartenders, carvers and cake cutters.

All checks should be made payable to *Fort Wayne TinCaps*.

CERTIFICATE OF LIABILITY/DAMAGE WAIVER

Parkview Field, the Fort Wayne TinCaps and Hardball Capital will not assume responsibility for damages or loss of any merchandise left at Parkview Field prior to, during or following your function. Clients shall pay for damages to Parkview Field or property therein, caused by the client or client's guest's abuse or neglect. Examples of damage may include, but are not limited to: excess cleaning of accidents and/or spills, smoking anywhere inside of Parkview Field gates, damage to any property or possessions of Parkview Field.

Certificates of Liability and/or Damage Deposits may be required in some instances. The deposit will be refunded in full if damage is not incurred.

I hereby acknowledge receipt of the Parkview Field Special Events Guidelines and Policies Agreement.

I have read and understand the above statement and agree to the terms set forth.

Date

Company / Group Name

Name – Please Print

Signature