



## Private Rentals Information Kit

### About the Venue

The Garden is a beautiful, re-imagined bank which is owned by Holy Cross Lutheran Church. It has incredible indoor & outdoor spaces for art exhibits, live music, private events and more. The venue exists to cultivate community through the creative arts. The Garden is located on the SW end of the North Anthony Corridor - in the heart of Fort Wayne's near North, surrounded by some of the Fort's most loyal and local neighborhoods (East State Village, Northside, Lakeside, Francis Slocum, and more). The North Anthony Corridor is home to some of Fort Wayne's most beloved boutique shops and neighborhood restaurants.

When not utilized for creative programming, the venue can be rented for private events such as:

- ◆ Graduation parties
- ◆ Holiday gatherings
- ◆ Company meetings
- ◆ Staff luncheons
- ◆ Conferences + training
- ◆ Creative workshops

NOTE: To protect and preserve all original artwork on display and our property, The Garden does NOT host the following: birthday parties for children under 16 years of age, weddings, wedding receptions or 21st birthday parties with alcohol

### Testimonials

“Lovely place to have a gathering.” — SHIRLEY

“Great location and pricing! Staff was excellent with planning and helping! Thank you Lesa and your staff!!” — MONICA

“Very nice facility and professional service.” — ALBERT

“The ladies provided excellent and very helpful service, they are so kind ...” — MELANIE

“Five stars!” — EVAN

“Amazing place.” — CHARLES

“...had an excellent experience working to set it all up! First of all, the venue itself is so clean, modern and organized inside and out which we loved...The Garden team itself was excellent to work with as well. From day one, they had great communication, which is very important to me, and every single person we met had a smile and a helpful attitude. That was so refreshing!...We had about 60 guests and it was very comfortable...I would recommend this space for anyone having a party. Big thanks to The Garden for an unforgettable evening with friends & family!!” — AUDREY



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### Three Unique Spaces

When you rent the venue, you have access to the ENTIRE space. All spaces share the same two large unisex ADA-compliant restrooms (one has a baby changing station.). The Garden is a wonderful option for small to mid-size gatherings - with versatile furniture and an incredible in-house state-of-the-art QSC sound system throughout the building (inside and out). Each area of the building can be sonically controlled and utilized exactly as you see fit. And, yes, there is free WIFI.

Originally built as a bank, the venue was completely renovated in 2019 and now has three unique spaces - the Art Gallery, Veranda and Terrace. The main indoor space is the **Art Gallery** - it is an open-concept, 2703 sq ft rectangular room with impressive rotating art on display. A modern kitchenette is equipped with a stainless steel sink, fridge, freezer and microwave, as well as a pro-grade coffee maker. The Gallery is fully temperature-controlled and it's capacity is <132 standing, <60 seated in rows <44 seated around tables.

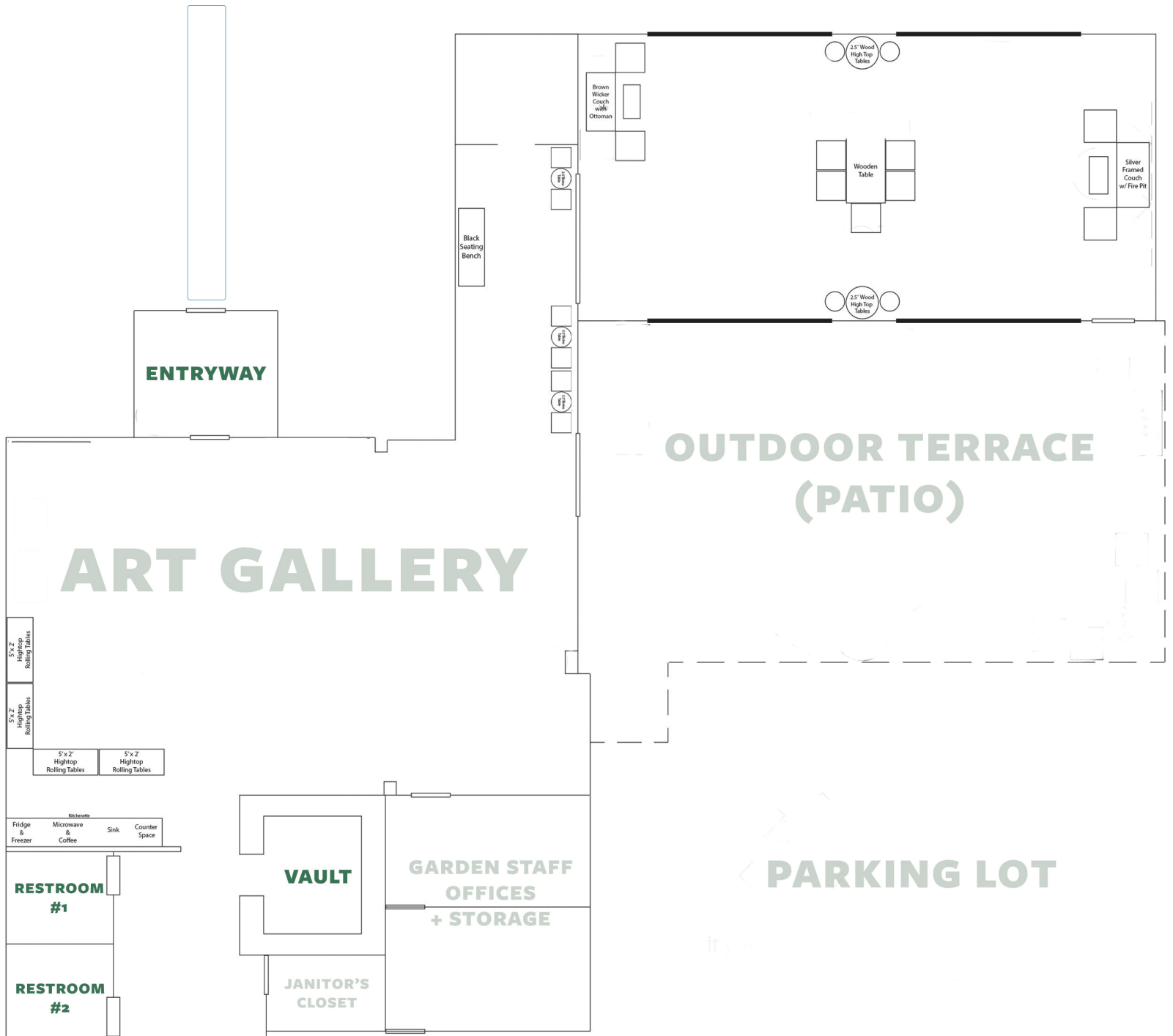
The inviting 1047 sq ft **Veranda** is enclosed by 4 gorgeous glass pull-down garage doors. The Veranda is a 3-seasons space. There is no central heating/air so the temperature in the space is highly dependent on the outdoor temperature. Ceiling fans (during summer) and electric heaters (during winter) can be rented to help, but specific temperatures cannot be guaranteed. We have rentable fans, propane fire pits/towers and electric heaters. In warm months, this area is cooled by 3 ceiling fans and a fabulous natural cross-breeze. There is soft grassy knoll facing North Anthony for overflow seating (intense games of cornhole have also been known to happen here). It's capacity is <49 standing, <49 seated in rows <38 seated around tables.

The **Terrace** is an outdoor stamped concrete patio with 800 sq ft for great outdoor conversations and fun. The patio has a built-in metallic silver table railing, stools, and outdoor furniture seating options. In warm months, the grassy strip located between the patio and the parking lot is a great location for outdoor yard games or just simply relaxing. The capacity is <75 standing, <60 seated in rows <44 seated around tables

The venue also has two "bonus rooms" as we like to call them - the Vault and the Sunken Library. The **Vault** (yes, literally the old bank vault) - a super cozy favorite of the space which is ideal for photo booths. The **Sunken Library** (where the former bank's tellers used to stand) - a room enveloped in steps with a 55" 4K flat screen Apple TV (perfect for photos, movies and slideshows).

# THE GARDEN

## Venue Layout





# THE GARDEN

## Parking





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### Furniture

The Garden has existing tables and seating which may be used for private events. The Garden has the following furniture available to use at no additional cost:

- ◆ 8-4' round tables that seat 4 each
- ◆ 3-8' rectangular tables that seat 8 each
- ◆ 4-5' x 2' high top rolling tables for food + drink service
- ◆ 60 chairs (regular height; 30 black & 30 creme)
- ◆ 3-30" bistro tables that seat 2 each

Various other outdoor furniture for lounge seating is also available depending upon the season of your rental. Additional tables/seating can be hired by providers of your choice (or DIY). We recommend A Party Apart.

### Optional Add-Ons

Some of our optional services for an additional cost include:

- ◆ Wireless mics
- ◆ Portable PA & mixing console
- ◆ Surge strips
- ◆ Extension cords
- ◆ Projector & screen
- ◆ Propane heaters
- ◆ Electric heaters
- ◆ Old Crown Coffee

### Food

Outside food and beverages can be hired by licensed caterers of your choice.

### Linens, Chair Covers, Serveware, Etc.

Linens, silverware, napkins, serveware, plates, cups, etc. can be rented from providers of your choice (or bring your own).

### Alcohol

A minimum of 4 weeks prior authorization by The Garden is mandatory for alcohol of any type to be served. In addition, all alcohol service must be hired and arranged exclusively through Licensed Bar Services who works with renters to coordinate all pricing, permits, licenses, insurance, security, bartenders, etc.

### Decorations

Absolutely no decorations can be hung on or taped to our walls. Renters may bring in centerpieces, freestanding backdrops & balloon arches, balloons, etc. Two ceiling cross beams in the gallery are magnetic and our magnetic hooks can be used to hang a banner or streamers. Glitter, smoke/fog, incense and open flames are PROHIBITED.



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### Venue Tours

If you are interested in renting The Garden for a private event, please follow these steps:

1. Submit a rental inquiry at [TheGardenFortWayne.com/rentalinquiryform](http://TheGardenFortWayne.com/rentalinquiryform)
2. Schedule a tour at your convenience at [Calendly.com/TheGardenFortWayne/VenueTourWithRebecca](http://Calendly.com/TheGardenFortWayne/VenueTourWithRebecca)

### Booking A Private Rental

To book a rental of The Garden, the following steps are required:

1. Confirm with Garden staff about availability for your event type, date and exact timing.
2. Sign and submit the online Booking Contract immediately upon receipt (will be emailed by a Garden staff member).
3. Pay the full \$250.00 Booking Fee online in full immediately upon receipt.
4. Pay the full Hourly Rental Fees online by no less than 30 days prior to the event date.

### Booking Fee

All bookings require a Booking Fee immediately up front in order to book the date. The \$250.00 Booking Fee consists of two parts - a Date Retainer Fee of \$125.00 (non-refundable) and a Security Deposit of \$125.00 (\*\*refundable). The Booking Fee is NOT applied toward Hourly Rental Fees.

	<b>Date Retainer</b>	<b>Security Deposit</b>
<b>Refundable</b>	NO	YES**
<b>Flat Fee</b>	\$125.00	\$125.00

\*\* pending zero damage to any venue property, furnishings, artwork, carpeting, etc. ANY damages or stains will result in full retainment of the security deposit. NO exceptions.

### Hourly Rental Fees

Rentals are charged by the full hour with a minimum of two (2) rented hours required. Hourly Rental Fees are based on day of the week, time of the day, and season of the year. The hourly rental fee is due in full by 30 days prior to the event. Payment can be made online in one lump sum or spread out leading up to the event. One complimentary hour immediately prior to the event is provided complimentary for event set up, plus one immediately following the event for teardown.

	<b>Weekends</b>	<b>Weeknights</b>	<b>Weekdays</b>
<b>Peak season hourly rate</b> (April-October)	\$250.00	\$175.00	\$125.00
<b>Off season hourly rate</b> (November-March)	\$225.00	\$150.00	\$100.00