



MARQUETTE PARK EVENT VENUE INFORMATION

Located along the south shore of Lake Michigan, 241-acre Marquette Park is one of Northwest Indiana's most admired and historic regional parks. Marquette Park's grand facilities and unparalleled natural setting offer guests an exceptional experience year round. Marquette Park offers a range of unique sites, both indoor and outdoor, to host your wedding, family reunion, corporate event, or any other special event.

Event Space and Capacity

Marquette Park Pavilion and Grounds

EVENT LOCATION	AREA (SF)	CAPACITY
Ballroom	5,000	250
Dance Pavilion	5,800	350
Formal Lounge	1,000	100
Lower Terrace	4,850	250
North Garden	12,000	350+

Other Rental Areas

Picnic Pavilion and Grounds	60,000	350+
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Marquette Park Pavilion Rental Rates

Please see rental fee structure for standard venue rental rates and wedding package rates. The following fees are assessed at the Marquette Park Pavilion: application fee, rental fee, maintenance and set-up fee, security fee, and refundable security deposit.

Use of tables and chairs is complimentary with every rental (based on availability).

To Book

Temporary date reservations are not available.

To reserve a venue at Marquette Park Pavilion please submit the following:

- Marquette Park Pavilion Event Application
- \$35 Non-refundable application fee
- 50% Non-refundable down-payment plus the \$500 non-refundable catering deposit
- \$500 Refundable security deposit (A separate form of payment is required as this payment is not cashed. Please see refundable deposit information on the next page).

Reservations are not secure until **all** requested fees are received and the rental agreement is executed.

Parking / Transportation

There is ample parking provided at the facility and on the park grounds. Parking is included in facility rentals.

Inventory

Use of tables, chairs, china, silverware and glassware is complimentary with every rental, based upon availability. Current inventory includes banquet chairs and a variety of banquet, round, and high boy tables. Please contact the Marquette Park Pavilion office for more information.

Food and Beverage Service

- All lessees are required to use Marquette Park's preferred caterer for ALL FOOD AND BEVERAGE (including alcohol). Other than cakes and sweets, lessees are not allowed to supply any food or beverage.
- All deliveries, set-up, tear-down, and clean-up must be within reservation time.
- Food and beverage service costs to be determined by catering department.
- Contact Marquette Park Pavilion office for more information.

Equipment Rental

All rental equipment shall be supplied by vendors listed on the Preferred Vendor List available from the Marquette Park Pavilion office.

Electricity

Generators may be rented by the lessee to meet electrical needs if existing receptacles are not adequate.

Fees

- **Application fee**
\$35 non-refundable application fee is due at the time application is submitted for approval.
- **Non-refundable down payment and catering**
50% of the rental fee or \$250, whichever is greater plus the \$500 catering deposit. The non-refundable reservation down payment fee and catering deposit will be applied towards your rental & food service fee. It is non-refundable and non-transferable if the reservation is cancelled.
- **Refundable security deposit**
All lessees are required to pay a refundable security deposit, payable by cashier's check, money order, or credit card, as indicated in the fee structure. The amount will be refunded 30 business days after the event as long as there is **no damage to the property and all terms of rental agreement are followed.**

Violations in which part or the entire security deposit will be withheld include but are not limited to: entering / exiting outside of the reservation time, deliveries / pick-ups outside of the reservation time, unauthorized vehicles on-site and / or on the grass, or damage to facilities.
- **Security services**
All lessees are required to have City of Gary Department of Public Parks security officer(s) on site during events. Details of security requirements are outlined in terms of rental agreement and cost is indicated in fee structure.
- **Maintenance and set-up**
Includes basic cleaning of rented areas and set-up of reserved tables and chairs. Cost is indicated in fee structure.