

# *Afterhours Event Agreement*

## *Eden Gardens State Park*

The Park is open to the public from 8am until sundown daily. Afterhours events may start one hour before sunset and continue after sundown. All areas of the park grounds are open to the public until sundown, and alcohol is allowed only after sundown. The event must be over by 10:00pm to allow time for cleaning and everyone to leave the Park by 11:00pm. An event reservation is not confirmed until the full rental fee and a signed rental agreement are received. Please contact the Park at (850) 267-8320 if you have any questions.

Renters Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Type of Event (Circle all that apply) : Wedding      Reception      Other \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Wedding Ceremony Location (Circle one) :

Wedding Tree

Reflection Pond  
(North Side Only)

Rose Garden  
(Small Weddings, 15 or less)

Start Time (According to Invitation): \_\_\_\_\_ Ending Time: \_\_\_\_\_

Sunset Time (Provided by Park Staff) : \_\_\_\_\_

**\*\*Afterhours events may only start one hour before sunset\*\***

Number of Guests (Limit 200) \_\_\_\_\_

### **Rehearsal**

When you book an event, it is for that particular area, date and time. If you want to have a rehearsal the day prior to your event, call the Park to see if that date is available and then make arrangements with the Park. You must pay normal Park Entry Fees to conduct your rehearsal, but you cannot do it in an area that is being used or reserved by another party. If you want to guarantee a specific time and place for your rehearsal, then you must book it and pay the applicable fees. Remember, your rehearsal day may well be someone else's "Special Day".

Rehearsal Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## Rental Fee

Rental fees include all applicable taxes, park entrance fees for all guests, and security staff. If for any reason cancellation is necessary, a six-month notice and the rental fee receipt are required for a refund. There are NO refunds under the six month notice. The only exceptions would be made due to park emergencies and/or emergency park closures.

Grounds with Pavilion/paver area, up to 200 guests

Total ..... **\$2750.00**

Checks should be written to the "Friends of Eden" and mailed to:

Eden Gardens State Park  
 Attn: Event Coordinator  
 181 Eden Gardens Rd.  
 Santa Rosa Beach, Fl. 32459

Total Due at time of booking: **\$2750.00**

Full payment must be received upon booking event.

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cash/Check or Money Order #: \_\_\_\_\_

Payment Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## General Set Up & Cleaning (Renter must initial on each line)

Renter must notify the Park if all vendors' names and phone numbers 30 days prior to the event. Please circle the items you will bring for your event.

Tables      Chairs      Decorations      Flowers      Music      Dance Floor      Food      Lighting

\_\_\_\_\_ You have access to the Park to set up for your event at 10:00am on the day of your event. Renter is responsible for the set-up and take-down of all items.

\_\_\_\_\_ A staked down tent, up to a maximum of 40' x 60', over the pavers by the pavilion is allowed. For safety sake, ALL tables must be contained within the paver area near the pavilion. Picnic tables cannot be relocated and are not to be moved from the general park use areas.

\_\_\_\_\_ Only use free standing decorations. Poles in the ground are only allowed by the pavers next to the pavilion. Nothing should be staked in other areas of the park. Small shepherd hooks are acceptable.

\_\_\_\_\_ Nothing will be hung, tied, stapled, nailed or attached to any tree or bush.

\_\_\_\_\_ The Wesley House, and the areas in front of the House or in between the House and the Reflection Pond cannot be reserved. The Wesley House and Pavilion will be decorated inside and outside 10 days prior to Thanksgiving. Holiday decorations will not be removed.

\_\_\_\_\_ Vendors/Renters must bag all trash at the end of the event and dispose of it properly in the dumpster. Cardboard boxes must be broken down before disposal. Unused ice may be poured on the dirt or gravel, not on the grass or bushes.

\_\_\_\_\_ Due to Walton County Noise Ordinance rules, music must be turned off at 10:00pm.

\_\_\_\_\_ Cleanup must end and everyone must leave the Park by 11:00pm. If the florist, caterer or rental company need to come back the following day to finish picking up their property, they must return at 8:00am and be finished by 10:00am.

\_\_\_\_\_ You have access to the pavilion at 10:00am on the day of your event. It has a maximum capacity of 100 people and comes with a kitchen, restrooms, chairs and tables. The chairs and tables are for use Inside the Pavilion only. The Renter is solely responsible for the set up and take down of the tables and chairs.

\_\_\_\_\_ The kitchen has a refrigerator and a microwave but no stove. No cooking inside the Pavilion. All cooking must be done in advance or in designated areas outside of the Pavilion. Cooking stoves, grills, etc. should not block doorways or walkways.

\_\_\_\_\_ No driving on Pavilion pavers pad area. Only lightweight delivery vehicles allowed on walkway in front of pavilion.

\_\_\_\_\_ The following items are prohibited, on or in the Pavilion, but not limited to: tacks, nails, staples, tape, poster putty, floral adhesives or anything that will penetrate or mar the structure. Decorations are allowed only on the hooks provided.

\_\_\_\_\_ The Pavilion, including the bathrooms, is a no smoking facility. No pets in the Pavilion except for service animals.

\_\_\_\_\_ Pavilion Clean-Up Guidelines: Wipe off kitchen counter tops, tables and chairs. Sweep and wet mop the kitchen floor. Remove items from the refrigerator. Turn off all lights, fans, heater or kitchen A/C. Remove all trash and deposit in dumpster.

\_\_\_\_\_ Alcohol is prohibited in the Park during normal operating hours.

\_\_\_\_\_ No parking or driving on the lawn. No gas or battery powered vehicles on the lawn or in the gardens.

\_\_\_\_\_ Candles, fireworks, sparklers and floating lanterns are not permitted in the park. Only battery operated candles may be used.

\_\_\_\_\_ Flower girls must use real petals. Bubbles may be used, but no rice, candy, confetti or birdseed.

**I will ensure hired vendors are aware of the Park requirements and that all cleaning and removal of items brought for this event is completed to the satisfaction of Park Staff. I understand there may be changes in the Park at the time of my event as the Park continually updates the grounds and facilities. You will be responsible for any damages to the property by you or your vendors. I have read and understand the terms of this agreement.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_