

Eden Gardens State Park During Hours Event Agreement

During Hours Event

The Park is open to the public from 8am until sunset. During Hours events can start at 11am or later. The event should be over one hour before sunset to allow time for cleaning and everyone to leave the Park by sunset. **Alcohol is prohibited in the Park during normal operating hours (8:00am – sunset).** An event reservation is not confirmed until the rental fee and a signed rental agreement are received. Please contact the Park at (850) 267-8320 if you have any questions.

The Wesley House and the areas in front of the House and 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.

Renter's Name _____ Event Date _____

Telephone (daytime): _____ Cell Phone: _____ Email: _____

Address: _____
Street City State Zip code

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

Bride's Name: _____ Groom's Name: _____

Event Location & Time

Wedding Ceremony Location (circle one):

Wedding Tree Reflection Pond Southside Garden Rose Garden Bayou-Stage Area
(north side only) (allowed after 4pm) (small weddings only)

Reception Location (circle one): Bayou-Stage Area Pavilion and Brick Pavers

Start Time (according to invitation): _____ Ending Time: _____ Sunset Time (provided by Park staff): _____

Rental Fees

Rental fees include all applicable taxes, but do not include vehicle fees. The vehicle fee is \$4.00 per car. To pay for your guests' vehicle fees in advance and receive the parking passes for your guests, please mail or hand deliver a separate check once you know the number of cars you are expecting for your event.

If for any reason cancellation is necessary, a 1 month notice and the rental fee receipt are required for a refund. There are no refunds due to weather except those that cause emergency park closures and/or park emergencies.

Grounds

1-25 guests.....\$96.30
26-100 guests.....\$201.16
101-200 guests.....\$401.25

Checks should be written to "Eden Gardens State Park" and mailed along with this signed agreement to:
Eden Gardens State Park
181 Eden Gardens Road
Santa Rosa Beach, FL 32459

Pavilion.....\$267.50

Number of Guests (Limit is 200): _____ Pavilion Rental (circle one): Yes No Total Due: _____

Amount Paid: _____ Date Paid: _____ Cash / Check #: _____

Payment Received by: _____ Date: _____

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 the normal Park entry fees to conduct your rehearsal, **but** you can not 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".

Information to be filled by Park staff:

Rehearsal Date: _____ Start Time: _____ Ending Time: _____ Page 1 of 2

Eden Gardens State Park During Hours Event Agreement

Renter's Name _____ Event Date _____

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

Renter must notify the Park of all vendors' names and phone numbers 30 days before the event. Please circle or check the items you will bring for your event:

Tables Chairs Decorations Flowers Music Dance Floor Food Lighting

- _____ Up to 3 free standing tents not to exceed 10'X10' at the Bayou-Stage area
- _____ Staked down tent up to 40'X60' over pavers by the Pavilion, (only after Pavilion is rented).
- _____ 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 rental items. Nothing will be left overnight.
- _____ A staked down tent, up to a maximum size of 40' x 60', over pavers by the Pavilion is allowed. For safety sake, ALL tables must be contained within the paver area near the Pavilion. Picnic tables can not 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 following items are prohibited, on or in the Stage or the Pavilion, but not limited to: tacks, nails, staples, tape, poster putty, floral adhesives or anything that will penetrate or mar the structure.
- _____ Vendors 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 gravel or dirt, not on the grass or bushes.
- _____ All Cleanup MUST occur prior to sunset and everyone must leave by sunset. Nothing will be left overnight.

Pavilion

- _____ If you rent the Pavilion, you have access to it 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 Pavilion indoor use only. Renter is solely responsible for the set-up and the taking 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 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.
- _____ Nothing will be hung, tied, stapled, nailed, or attached to any tree or bush. 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.
- _____ The Pavilion, including the bathrooms, is a no-smoking facility. No pets in the Pavilion except for service animals.
- _____ **These are the 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, and heater or kitchen A/C. Remove all trash and deposit in dumpster.**

General

- _____ Parking spaces are limited. No parking or driving on the lawn. No gas or battery powered vehicles on the lawn or gardens. The park strongly encourages carpooling. **ALL PARK ENTRY FEES APPLY.**
- _____ Fireworks, including sparklers, are not allowed in the Park.
- _____ 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 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. I have read and understand the terms of this agreement:

Signature _____ Date _____ Page 2 of 2