

**Washington Oaks Gardens State Park**

6400 N. Oceanshore Blvd. Palm Coast, FL 32137

Phone: (386) 447-1553 • Fax (386) 446-6781 • E-Mail: Washington.Oaks.Gardens@dep.state.fl.us

**WEDDING RESERVATION AGREEMENT**

**Date of Wedding:**

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Time from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

**Date of Rehearsal:**

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Time from: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Bride's Name \_\_\_\_\_

Groom's Name \_\_\_\_\_

Representative if other than Bride/Groom \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

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

Location of Wedding: (please check one)

- Octagon (Brick raised structure in conjunction with Rose Garden)
- Gazebo (For small weddings of 10 or less)
- Live Oak (For smaller weddings 30 or less)
- Beach (For smaller weddings, 30 or less, limited parking)
- Intracoastal Waterway Seawall next to Visitor Center
- Stage

Number of Guests Attending \_\_\_\_\_ (This total includes the wedding party)

**\*THE WEDDING FEE INCLUDES THE ENTRANCE FEES TO THE PARK\***

1-25.....Guests \$100.00 + tax = \$107.00	151-200.....Guests \$400.00 + tax = \$428.00
26-50.....Guests \$150.00 + tax= \$160.50	201-250.....Guests \$500.00 + tax = \$535.00
51-100.....Guests \$200.00 + tax = \$214.00	251+.....Guests \$600.00 + tax = \$642.00
101-150.....Guests \$300.00 + tax = \$321.00	

**Driver's License number must be included if paying with personal or business check.**

**Please make the check payable to Washington Oaks Gardens State Park.**

Cash  Credit Card  Check # \_\_\_\_\_ Driver's License # \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ 3-digit # on back of CC \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**\*Park use only:** Date Paid \_\_\_\_\_ Cash Register Transaction \_\_\_\_\_

**WEDDING GUIDELINES ARE ATTACHED. MAKE SURE YOU HAVE READ, COMPLY AND UNDERSTAND THESE GUIDELINES BEFORE SIGNING BELOW.**

Signature of Representative \_\_\_\_\_ Date \_\_\_\_\_

**\*Park use only:** Confirmed \_\_\_\_\_ Date \_\_\_\_\_

# WEDDING GUIDELINES

Wedding reservations are on a first-come, first-serve basis. Your reservation is NOT confirmed until the full payment is received, and written confirmation is authorized by the Park. (Do not make plans until your confirmation is received)

1. Reservations may only be booked ten (10) months out.
2. Payments may either be mailed with a check/credit card information to the Park address on the wedding agreement or emailed/faxed in with your credit card information.
3. Wedding ceremonies may be scheduled during the months of November through March between the hours of 9:00am and 3:00pm, and the months of April through October between the hours of 9:00am and 4:00pm. Park closes at Sundown.
4. For wedding ceremonies held between November 15 through December 31, please note the gardens will be decorated for the Christmas season.
5. **Vehicles are not permitted to drive on ANY of the paths in the gardens, please give this driving information to your rental companies, musicians, florists, limousine drivers and vendors.**
6. All activities, changing of clothing, and or gatherings of large crowds are NOT permitted inside the Visitor Center Museum or inside the Gift Shop.
7. We offer a Bridal Party Changing Room, located at the Visitor Center, for an additional charge. Please see the **Bridal Room Rental Agreement**.
8. If you do not reserve the Bridal Party Changing Room, **IT IS HIGHLY RECOMMENDED THAT YOU COME TO THE PARK FULLY DRESSED AND PREPARED.**
9. We have a Pavilion available to rent for receptions, located in our picnic area, for an additional charge. Please see the Reception & Pavilion Rental Agreement.
10. Chair rentals, decorations, and awnings are the responsibility of the wedding party. Please make arrangements to remove these items.
11. Nails, push pins, staples, screws or any adhesive device/material to hang decorations are STRICTLY PROHIBITED. Removal of these items is the responsibility of the wedding party.
12. Music is permitted at the ceremony and reception. Please respect the Park and other park visitors in choosing your music volume level and be sure it is suitable for all ages.
13. In order to preserve the natural environment of the Park, confetti, rice, glitter, balloons, dropping of silk flower petals or introduction of any foreign materials, or the release of live birds or butterflies are PROHIBITED.
14. Pets are NOT permitted in the Garden area or on the Beach.
15. Please ask all guests, vendors and bridal party members to stay on designated pathways.
16. Be considerate of other Park guests and refrain from blocking the pathways.
17. Electricity is available at the Octagon, Gazebo, and Stage.
18. Food is PROHIBITED in the Formal Gardens.
19. Alcohol is NOT permitted in the Park for rehearsals, wedding ceremonies or receptions.
20. Parking for wedding guests will be available within the Garden parking area. Overflow parking will be permitted along the road shoulders. The alternate drop-off location to accommodate specific visitor accessibility needs is available at the Greenhouse area, located next to the Stage.
21. The Park has no indoor facilities for special events. In the event of inclement weather, you may rent an awning or secure an off-site location as a back-up plan.
22. If a cancellation is required, a **two-week notice** must be received for a refund. Please return your **ORIGINAL** receipt that was mailed to you and allow up to four (4) weeks for refund processing. A \$5.00 administrative fee will be deducted.
23. Cutting or pulling of any flower, including roses, is PROHIBITED.
24. **ALL PHOTOGRAPHERS**, including professionals, wedding guests, and wedding party, **MUST STAY ON PATHWAYS**. Photography is NOT permitted in Garden beds or off pathways while in Formal Gardens.
25. The Park reserves the right to make renovations and modifications to its facilities at any time and is not liable for alteration or inconvenience to previously intended plans/events.

**\*PLEASE KEEP THIS COPY FOR YOUR REFERENCE\***