

## EVENT PERMIT REQUEST FORM

**\*\$100.00 + tax = \$107.00 (FEE INCLUDES ENTRANCE TO THE PARK FOR UP TO 25 PEOPLE)**

**Date of Event**

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Year: \_\_\_\_\_

Available between 9am to: 2pm Time: \_\_\_\_\_  AM  PM to \_\_\_\_\_  AM  PM

**Type of Event:**  Graduation Ceremony  Memorial Service  Reunion/Gathering  
 Birthday Party  Other \_\_\_\_\_

Name of Group/Party \_\_\_\_\_

Contact Person \_\_\_\_\_

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

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

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

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

Location of Event: (please choose one)

Raised Brick Octagon at Rose Garden  Beach

**Number Attending** \_\_\_\_\_ **Limited to less than twenty-five (25) people.**

*(This total includes guests, family, friends, vendors, etc.)*

**GUIDELINES ARE ATTACHED. PLEASE READ, SIGN, AND BE SURE YOU UNDERSTAND THESE GUIDELINES BEFORE SUBMITTING YOUR PERMIT REQUEST.**

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

*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.**

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

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

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

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

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

Special Notes \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

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

# EVENT GUIDELINES

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

1. A permit is **REQUIRED** for your event at the Park.
2. Events may be reserved between **9am and 2pm**.
3. Your reservation is NOT confirmed until the full payment is received, and written confirmation is authorized by the Park.
4. Do not make plans until your confirmation is received
5. Reservations may only be booked ten (10) months out.
6. Payments may either be mailed with a check/credit card information to the Park address listed above on the Permit Request Form or emailed/faxed in with your credit card information.
7. For events held between *November 15<sup>th</sup> through December 31<sup>st</sup>*, please note the gardens will be decorated for the Christmas season.
8. Roses are not in bloom between *March 1<sup>st</sup> through mid-April*.
9. **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.**
10. All activities, changing of clothing, and or gatherings of large crowds are NOT permitted inside the Visitor Center Museum or inside the Gift Shop.
11. Food/Drink are PROHIBITED in the Formal Gardens.
12. Alcohol is NOT permitted in the Park.
13. Chair rentals, decorations, and awnings are the responsibility of the paying party. You are welcome to bring your own or rent them from an outside vendor rental company.
14. It is your responsibility to remove any decorations, rental items, etc. from the Park
15. Nails, push pins, staples, screws or any adhesive device/material to hang decorations are STRICTLY PROHIBITED.
16. Decor and lights may NOT be hung from any trees, branches or vegetation. Party may be held liable for any damage to Park property.
17. Music is permitted. Electricity is available at the Octagon. Please respect the Park and other park visitors in choosing your music volume level and be sure it is suitable for all ages.
18. 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.

20. Restrooms are located within walking distance to the Rose Garden.
21. Dispose of all litter in the trash receptacles. This is crucial to the ecosystem.
22. Pets and animals are NOT permitted in the Gardens or on the Beach.
23. Please ask all guests, vendors and party members to stay on designated pathways.
24. Be considerate of other Park guests and refrain from blocking the pathways.
25. Parking for 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.
26. All vehicles must park in the designated parking lot.
27. Special arrangements such as; set up, music, etc. must be discussed with and approved by the Park before this reservation can be confirmed.
28. The Park has no indoor facilities for special events. In the event of inclement weather prepare to have a back-up plan. We suggest securing an off-site location in the event of severe weather.
29. 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. Allow up to four (4) weeks for refund processing. A \$5.00 administrative fee will be deducted.
30. Cutting or pulling of any flower, including roses, is PROHIBITED.
31. The Park and its representatives assume no responsibility for any property placed on the premises or any property that is left on the premises after the event is over.
32. **ALL PHOTOGRAPHERS**, including professionals, guests, and party members, **MUST STAY ON PATHWAYS**. Photography is NOT permitted in Garden beds or off pathways while in Formal Gardens.
33. 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.
34. Reservation is subject to cancellation with little to no advance notice due to unforeseeable events such as virus-related issues; high wind, flood, hurricane and tropical storm warnings; state of emergency statutes and park damage; etc.
35. If you need assistance, please call a Ranger at (386) 446-6780.

**By signing below, I hereby acknowledge that I have completely read and fully understand the above guidelines and accept responsibility for any damage to Park property, staff and visitors.**

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