

**Washington Oaks Gardens State Park**

6400 N. Oceanshore Blvd. Palm Coast, FL 32137

Phone: (386) 446-6783 • Fax (386) 446-6781 • E-Mail: Washington.Oaks.Gardens@dep.state.fl.us

**MEETING/BRIDAL ROOM RESERVATION AGREEMENT**

**(\$75.00 plus tax = \$80.25)**

**Date of Rental:**

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

**\*Room is available three (3) hours prior and two (2) hours following a scheduled wedding.**

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

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

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

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

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

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

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

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

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 Payments can be taken over the phone. Please provide phone number and the park will call you for over the phone credit card payment.**

**Phone Number** \_\_\_\_\_ **Alternate Phone Number** \_\_\_\_\_

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

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

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

**\*Please contact five days prior to your reservation date to receive the room access code.**

A 4-digit entry code is required to gain access to the room, please enter the code shown below, turn the knob to open and repeat process to lock.

**\*KEYLESS ENTRY CODE** \_\_\_\_\_

## MEETING/BRIDAL ROOM RENTAL GUIDELINES

1. 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).
2. Reservations may only be booked ten (10) months out.
3. 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.
4. Room Rentals 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. All vendors, equipment, rental items and décor must be removed from the area, and guests, visitors and vehicles must vacate the Park prior to sunset.
5. Please inform your group that the Park entrance fee is \$5.00 per vehicle (with up to 8 people) and \$4.00 per vehicle for a single driver. The Park entrance fees are NOT included in the Room Rental fee. Each vehicle is responsible for paying the Park entrance fee, UNLESS the Room Rental is for a separately booked wedding/event that is occurring in the Park.
6. The Meeting/Bridal Room is located next to the ladies' restroom behind the Owen D. Young Visitor Center and holds no more than 15-20 people at a time. Maximum Room Occupancy = 20 people
7. Pets are NOT permitted in the Meeting/Bridal room, formal Gardens or Beachside.
8. Please NO Food, Drinks or Alcoholic beverages in the Room. Alcohol is NOT permitted anywhere inside the Park or Park Facilities, including the Meeting/Bridal Room.
9. Smoking (including the use of E-Cigarettes) is PROHIBITED in the Meeting/Bridal Room.
10. The use of flame candles (opened or contained) is NOT permitted.
11. There are multiple electrical outlets in the room, however, please keep wattage use minimal.
12. Restrooms are located next to the Meeting/Bridal Room at the Visitor Center.
13. 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.
14. Driving to the Meeting/Bridal Room/Visitor Center is NOT permitted. All items must be carried from the main Garden parking lot to the room.
15. Please ask all guests, vendors and attendees to stay on designated pathways. Be considerate of other Park guests and refrain from blocking the pathways.
16. All Vehicles must park in the Main Garden Parking Lot.
17. Overflow parking will be permitted along the road shoulders.
18. It is your responsibility to remove any decorations, rental items, etc. from the Park. Please make arrangements to remove these items.
19. Special arrangements such as; set up, music, rental equipment, etc. must be discussed with and approved by the Park before this reservation can be confirmed.
20. Park cannot be held responsible for any valuables left unattended.
21. Party is liable for any missing items or damage in the Room and/or Park property.
22. The Park and its representatives assume no responsibility for any property placed in the facility or on the premises or any property that is left on the premises after the event is over.
23. Nails, push pins, staples, screws or any adhesive device/material to hang decorations are STRICTLY PROHIBITED.
24. Decor and lights may NOT be hung from any furnishings, walls, structures, or any part of the facility and building. Party may be held liable for any damage to Park property.
25. Party is responsible for disposing of all trash and leaving the room in its original condition.
26. 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.
27. If you encounter a problem with the temperature of the room, please call the park manager phone number below. Please do not open windows or use heaters/AC units.
28. 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.
29. If you need assistance, please call a Ranger at (386) 446-6780.

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

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