

WEDDING PERMIT REQUEST FORM

***Fees: Wedding Permit 1-25 People \$200.00 + tax
Or Wedding Permit 26-50 People \$250.00 + tax**

Date of Wedding

Month: _____ Day: _____ Day of Week: _____ Year: _____

Weddings held between the hours of 9am to 2pm: CEREMONY START TIME: _____ AM ___ PM

Bride's Name _____ **CEREMONY END TIME: _____ AM ___ PM**

Groom's Name _____

Representative if other than Bride/Groom _____

Street Address _____

City _____ State _____ Zip _____

Phone Number (Day) _____ (Evening) _____

Email Address _____

Location of Ceremony: (choose one) **Ceremonies permitted only at these two locations in the park.**

Relocating your wedding the day of the event will void your permit and your wedding will be cancelled.

Raised Brick Octagon at Rose Garden Beach

Number Attending _____ Limited to fifty (50) people.

(This total includes the wedding party, guests, family, children, vendors, etc.)

WEDDING GUIDELINES ARE ATTACHED. PLEASE READ, SIGN, AND BE SURE YOU UNDERSTAND THESE GUIDELINES BEFORE SUBMITTING YOUR RESERVATION.

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 _____ Date _____

+ Please sign and date page 1 and page 4 of this form.

Park use only: Date Paid: _____ Cash Register Transaction: _____ Confirmed: _____

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Schedule a rehearsal? Yes No

Rehearsal Date: _____ Rehearsal Time: _____ Rehearsal Number of People: _____

Rehearsals must be approved by the park and are subject to change, denial, or rescheduling depending on other scheduled events or weddings. All reservations are first come, first serve.

Wedding Day Decor:

Please use this section below to explain ALL the decor and set up planned for the wedding ceremony. Add pages as necessary.

Please refer to the guidelines on the following pages for items that are not permitted.

WEDDING GUIDELINES

PLEASE KEEP THIS COPY FOR YOUR REFERENCE

1. A permit is **REQUIRED** for **ALL** weddings and wedding photography held at the Park.
2. Weddings may be reserved between the hours of **9am and 2pm**. Choose a firm start time. Latest start time is 2pm.
3. 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.
4. Reservations may only be booked ten (**10**) months out.
5. Payments may either be mailed with a check information to the Park address listed above on the Permit Request Form or the Park can call for over the phone credit card payment.
6. For weddings held between *November 15th through December 31st*, please note the gardens will be decorated for the holiday season. Poinsettias and decorations will be planted around the Octagon area.
7. Roses are cut back hard around February 1st and will not be in bloom until around mid-April.
8. All activities, changing of clothing, and or gatherings of bridal party or large crowds are **NOT** permitted inside the Visitor Center Museum or inside the Gift Shop.
9. Food/Drinks are **PROHIBITED** in the Formal Gardens.
10. Alcohol is **NOT** permitted in the Park.
11. 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.
12. It is your responsibility to remove any decorations, rental items, etc. from the Park
13. Nails, push pins, staples, screws or any adhesive device/material to adhere decorations are **STRICTLY PROHIBITED**.
14. Decor and lights may **NOT** be hung from any trees, branches or vegetation. Party may be held liable for any damage to Park property.
15. 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.
16. 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**.
17. Vehicles are not permitted to drive on **ANY** of the footpaths in the gardens, please give this driving information to your rental companies, musicians, florists, limousine drivers and vendors, etc.
18. The park does not offer tours of wedding areas, please visit for self-guided tours during normal park hours.
19. Use of drones are not permitted.

20. Restrooms are located across from the Garden Parking Lot and at the Visitor Center.
21. Dispose of all litter in the trash receptacles. This is crucial to the ecosystem.
22. Pets are NOT permitted in the Gardens or on the Beach.
23. Please ask all guests, vendors and bridal party members to stay on designated pathways.
24. Be considerate of other Park guests and refrain from blocking the pathways.
25. All vehicles must park in the designated parking areas. Parking will be available within the Garden Parking and Overflow Parking will be permitted along the road shoulders (past the main parking).
26. Special arrangements such as; set up, music, etc. must be discussed with and approved by the Park before this reservation can be confirmed.
27. 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.
28. 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 may be deducted.
29. Cutting or pulling of any flower, including roses, is PROHIBITED.
30. 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.
31. **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. No photography is allowed in the dune system on beach side. These are extremely sensitive ecosystems. Please help us protect this beautiful Park and all its natural resources.
32. 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.
33. 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.
34. If you need assistance, please call a Ranger at (386) 446-6780 or (386) 931-4123.

By signing below, I hereby acknowledge that all the information provided is true and complete, 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 _____