

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

RECEPTION & PICNIC PAVILION AGREEMENT

(Pavilion available 8:00am until an hour prior to sundown) • \$100.00 plus tax = \$107.00*

**This is an additional fee that is required to reserve the Pavilion for your event so please include your Ceremony Reservation Agreement and payment along with this form.*

Date of Rental Month: _____ Day: _____ Year: _____

Time from: _____ am/pm to: _____ am/pm **Number of People Attending** _____

Reason for Rental (ceremony, wedding reception, etc.) _____

Bride's Name _____

Groom's Name _____

Representative if other than Bride/Groom _____

Street Address _____

City _____ State _____ Zip _____

Phone Number (Day) _____ (Evening) _____

E-mail _____

WEDDING 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 # _____

Expiration Date _____ 3-digit # on back of CC _____

Name on Credit Card _____

Credit Card Billing Address _____

City _____ State _____ Zip _____

Special Notes _____

Signature of Group Representative _____ Date _____

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

RECEPTION & PICNIC PAVILION GUIDELINES

1. The Pavilion is available for rental Mondays through Sundays, from 8:00am until an hour prior to sundown, 365 days a year. All vendors, equipment, rental items and décor must be removed from the Pavilion area, and guests, visitors and vehicles must vacate the Park an hour prior to sunset.
2. 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)
3. Payments may either be mailed with a check/credit card information to the Park address on the agreement or emailed/faxed in with your credit card information.
4. Vehicles are not permitted to drive on ANY of the paths, please give this driving information to your rental companies, musicians, florists, limousine drivers and vendors.
5. All vehicles must park in the designated parking lot. If you need access to drive to the Pavilion to unload or set-up, please call (386) 466-6783 to make arrangements prior to submitting this form.
6. Please ask all guests, vendors and event attendees to stay on designated pathways. Be considerate of other Park guests and refrain from blocking the pathways.
7. Parking for guests/attendees will be available within the Picnic/Pavilion parking area. Overflow parking will be permitted along the road shoulders.
8. There is a 120-volt electrical outlet and water available at the Pavilion area.
9. Restrooms and a playground are located in the Picnic area.
10. Nails, push pins, staples, screws or any adhesive device/material to hang decorations are **STRICTLY PROHIBITED**. Decorations may be tied with string. Decor and lights may **NOT** be hung from any trees, branches or vegetation. Party may be held liable for any damage to Park property.
11. Pavilion is equipped with ten (10) picnic tables and three (3) charcoal grills. The tables are NOT moveable and are anchored down to the concrete.
12. Rentals, decorations, and additional tables and chairs are the responsibility of the paying party. You are welcome to bring in your own tables or rent them from an outside vendor rental company.
13. It is your responsibility to remove any decorations, rental items, etc. from the Park. Please make arrangements to remove these items.
14. Music is permitted. Please respect the Park and other park visitors in choosing your music volume level and suitable for all ages.
15. In order to preserve the natural environment of the Park, confetti, rice, glitter, balloons, dropping silk flower petals or introduction of any foreign materials, or the release of live birds or butterflies are PROHIBITED.
16. Alcohol is PROHIBITED in the Park including the Picnic/Pavilion area.
17. All activities, changing of clothing, and or gatherings of large crowds are **NOT** permitted inside the
18. Visitor Center Museum or inside the Gift Shop.
19. We offer a Changing Room, located at the Visitor Center, for an additional charge. Please see the Meeting Room Rental Agreement. If you do not reserve the Changing Room, **IT IS HIGHLY RECOMMENDED THAT YOU COME TO THE PARK FULLY DRESSED AND PREPARED.**
20. Dispose of all litter in the trash receptacles at the Pavilion.
21. Extinguish all hot charcoal in grills upon exit.
22. Do NOT feed or leave leftovers for wildlife. This is crucial to the ecosystem.
23. Pets are NOT permitted at the Stage area, Gardens or Beach location.
24. 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 Pavilion Rental fee.
25. Each vehicle is responsible for paying the Park entrance fee, **UNLESS** the Pavilion Rental is for a reception immediately following a wedding occurring in the Park.
26. Special arrangements such as; catering, set up, music, rental equipment, 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, you may rent an awning or 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 and allow up to four (4) weeks for refund processing. A \$5.00 administrative fee will 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, guests, and event attendees, **MUST STAY ON PATHWAYS**. Photography is **NOT** permitted in Garden beds or off pathways while in Formal Gardens.
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. If you need assistance, please call a Ranger at (386) 446-6780.

Vehicle access to Pavilion may be arranged only if absolutely necessary for catering, rentals, etc.

PLEASE KEEP THIS COPY FOR YOUR REFERENCE