

# WEDDING RECEPTION PAVILION RENTAL GUIDELINES

1. The Pavilion is available for rental Mondays through Sundays, from 8:00am until an hour prior to sundown, 365 days a year.
2. 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.
3. Reservations are on a first-come, first-serve basis and may only be booked less than ten (10) months out. Your reservation must be sent within 10 months of your requested date, meaning you cannot book a rental date that is more than 10 months away. ex: if you are looking to book April 1, 2026, you may send in your request on or after June 1, 2025.
4. Availability is NOT guaranteed. 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)
5. Additional Pavilion information, policies and guidelines are available by selecting the green **GUIDELINE** buttons below.
6. Alcohol is **PROHIBITED** in the Park including the Pavilion area.
7. The park has one 36' X 24' covered pavilion and two smaller pavilions.
8. The picnic area has a large parking lot, playground and restroom facility.
9. Pavilion is equipped with ten (10) picnic tables and three (3) charcoal grills. The picnic tables are not moveable and are anchored to the concrete floor.
10. The park does not have any indoor facilities. Please plan alternate off-site arrangements in the event of inclement weather.
11. There is a 120-volt electrical outlet and water available at the Pavilion area.
12. Music is permitted. Please respect the Park and other park visitors in choosing your music volume level and suitable for all ages.
13. For the safety of our environment and wildlife, balloons of any type are **STRICTLY PROHIBITED**.
14. Please note, the use of drones is **NOT** permitted within or over the Park at any time.
15. The Park entrance fees are included for up to twenty-five people. Please inform your group that all additional guests/vehicles are responsible for paying the Park entrance fee \$5.00 per vehicle (with up to 8 people) and \$4.00 per vehicle for a single driver.
16. Each vehicle is responsible for paying the Park entrance fee, UNLESS the Pavilion Rental is for a wedding reception immediately following a wedding occurring in the Park. (See [Wedding Pavilion Rental Guidelines](#))
17. 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.

18. All vehicles must park in the designated parking lot. Parking will be available within the Picnic/Pavilion parking area. Overflow parking will be permitted along the road shoulders.
19. Decorations may be tied with string. Nails, push pins, staples, screws or any adhesive device/material to hang decorations are **STRICTLY PROHIBITED**.
20. Décor and lights may **NOT** be hung from any trees, branches or vegetation.
21. 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.
22. Party may be held liable for any damage to Park property by guest, family member, friend, children, vendor, or attendee.
23. It is your responsibility to remove any decorations, rental items, etc. from the Park. Please make arrangements to have these items removed from the Park at least one (1) hour prior to park closure.
24. **ALL** rental items must be approved by the park as certain items are not allowed in the Park.
25. A few items that are **NOT ALLOWED** in the Park include, but are not limited to, bounce houses, water slides, trampolines, or other inflatable structures.
26. In order to preserve the natural environment of the Park, confetti, rice, glitter, balloons, dropping silk flower petals, real petals, or introduction of any foreign materials, or the release of live birds or butterflies are **PROHIBITED**.
27. Cutting or pulling of any flower or plant, including roses, is **PROHIBITED**.
28. Dispose of all litter in the trash receptacles at the Pavilion.
29. Extinguish all hot charcoal in grills upon exit.
30. Do **NOT** feed or leave leftovers for wildlife. This is crucial to the ecosystem.
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.
32. 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.
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. (*As a note: Hurricane Season lasts through November 30th*)