

Wicomico County Recreation, Parks & Tourism

Special Event Rental Application

Please complete the following tournament rental request application in order to be considered for hosting a special event at any Wicomico Recreation, Parks and Tourism facility. Once application is received the special events committee will review your application and contact you for an onsite walkthrough.

General Information

Contact Name: _____ Phone #: _____

Organization: _____ E-Mail: _____

Organization Type: Profit Non-Profit Other _____

Event Details

Requested Facility: Winterplace Pemberton Park Billy Gene Jackson
 Cedar Hill Other _____

1st Date Requested: _____ 2nd Date Requested: _____

Anticipated Attendance: _____ Event Times (incl. set up): _____

Type of Event: Festival 5K Run/Walk Community Event Other _____

Event Description (please give a brief description:

Special Conditions

Do you plan on charging admission? Yes No

Do you intend to have alcoholic beverages? Yes No

Will you be using stakes (for tents, bounce houses, etc.)? Yes No

Will you be using outside vendors (food, craft or commercial)? Yes No

Will you need additional power? Yes No

**WICOMICO COUNTY DEPARTMENT OF RECREATION, PARKS & TOURISM
PEMBERTON PARK RENTAL PRICE SHEET**

*Fees for Public Events must include both Pavilion Rental and Additional Park Space.
Additional Fees may apply based on the size and scope of the event.

**Special Events will require a pre-approval meeting with Wicomico Co. Recreation and Parks to determine final rental price.

	Qty	Rate	Hrs	Estimated Total
Park Rental Fees				
Environmental Education Building (40 Capacity)		\$100	N/A	
Welcome Center Classroom (20 Capacity)		\$50	N/A	
Outdoor Amphitheater (100 Capacity)		\$75	N/A	
Picnic Area/Trails		VARY	N/A	
Other		VARY	N/A	
Personnel Fees				
Facility Supervisor/Site Manager (required for over 250 people)		\$15/hour		
Facility Repair Labor		\$20/hour		
Electrician Labor (required for Electric install)		\$35/hour		
Deputy Sheriff(s) (required for over 500 people)		\$55/hour		
Miscellaneous Fees – Electric, Equipment, etc.				
Electric Primary Panel – 400 Amp Panel		\$275/panel		
Electric Secondary Panel –		\$225/panel		
Portable Toilets (1 per 150 people)		\$90/unit	N/A	
Additional Trash Cans (1 per 50 people)		\$5/unit	N/A	
Snow Fence Installation (100 ft sections)		\$150/per 100 ft	N/A	
Dumpster (Required for 1,000 people+)		\$150/per		
Maintenance Repair Supplies (as required)		VARY	N/A	
TOTAL DUE (Estimate)				

Pemberton Park—5561 Plantation Lane, Salisbury, MD 21801



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