



Wicomico County Recreation, Parks & Tourism PEMBERTON PARK WEDDING AGREEMENT

Organizer's Name: _____ Phone: _____

Address: _____

Email: _____ Anticipated Attendance: _____

Date(s): _____ Time(s): _____

Wedding Fees (check one that applies):

- Ceremony Only - \$200.00
- Reception Only - \$400.00
- Ceremony and Reception - \$500.00

Outdoor Space (check all that apply):

- Pond Island Ed. Building Pemberton Hall Amphitheater
- Other: _____

Indoor Space (check all that apply):

- Environmental Education Building (40 capacity) - \$100.00
- Welcome Center Classroom (20 capacity) - \$50.00
- Cottage Dress Rooms - # of hours _____ x \$25.00/hour = \$ _____ (limited yearly availability)

Additional Services (check all that apply)

- Overnight Storage - # of nights _____ x \$50.00/night = \$ _____
- Over 50 attendees requires additional portable toilet at \$75.00 per unit.
- Site Supervisor* - # of hours _____ x \$15.00/hour = \$ _____

* Required for receptions and indoor space

TOTAL \$ _____

1. **Deposit/Payment Requirements.** Organizer must pay a non-refundable **50% deposit** by cash or check, plus any applicable fees noted in this agreement. **The deposit is due upon signing this agreement.** Balance is due **30 days** prior to wedding date.
2. **Cancellation Policy.** Refunds in case of cancellation less deposit will be granted, if requested 3 weeks before the desired date. All refunds are subject to a 10% service charge. Refunds will not be granted in case of inclement weather, but another date may be scheduled based on park availability.
3. **Site Inspection.** Upon completion of the wedding, a site inspection will be held. If the facility is damaged or requires pick-up of litter, the Organizer will be assessed the actual cost for returning the facility to the original condition. **The actual cost will include labor at the rate of \$60 per hour and all repair expenses.** The fee must be paid **within 30 days.**

4. Additional Requirements.

- a. Weddings may be held only with the approval of the Wicomico County Department of Recreation, Parks and Tourism.
- b. The Department must receive a written request 60 days prior to the desired date.
- c. The Park shall remain open to the public during the wedding.
- d. Ceremonies & receptions shall be restricted to designated areas. (see Wedding Map)
- e. Ceremonies shall be limited to 1 hour in length.
- f. Attendance shall be limited to 30 cars or 100 people.
- g. Weddings will be limited to normal park hours. All normal park rules shall apply.
- h. Tables and chairs are permitted. Set up and breakdown must be completed day of the event. Tents or other structures will be permitted for receptions only, except to accommodate for disabilities or for health reasons. Location of any tents must be approved by Wicomico County Department of Recreation, Parks and Tourism in advance.
- i. Amplified sound, music and/or lights are permitted with respect to the designated ceremonies and receptions areas.
- j. Upon request alcoholic beverages are only permitted with approval of the Pemberton Hall Foundation within the pre-approved receptions area given all rules and regulations of the Wicomico County Liquor Board are adhered to. The Department may restrict groups from providing alcoholic beverages on its premises.
- k. The Department of Recreation, Parks and Tourism has sole discretion to decide on any matters not covered under this policy.
- l. Organizer releases the County from all claims against the County arising from the use of the facility and assumes all risks associated with the rental. Organizer must indemnify the County against all claims arising from Organizer's use of County facilities.
- m. This agreement does not create a joint venture or partnership.
- n. Organizer must comply with all applicable law.
- o. The County may terminate the rental and remove the Organizer if Organizer violates any term of this agreement.

5. Understanding and Signature. Organizer has been provided a copy of this agreement and has made the members of its organization familiar with the County's policies for its facilities. Organizer accepts full responsibility on behalf of its organization for the use of County facilities and for any damages to them.

Organizer's Name (print)

Organizer's Signature

Date

Approval:

- Approved
- Approved with the following changes/conditions:

Not Approved

Department Signature _____

Date _____