



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

If you are having your Ceremony in the park, please choose one of the following locations:

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

Additional Services (check all that apply)

- Overnight Storage - # of nights _____ x \$50.00/night = \$ _____
- Cottage Dress Rooms - # of hours _____ x \$25.00/hour = \$ _____ (limited yearly availability)
- Over 50 attendees requires additional portable toilet at \$75.00 per unit.

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.

