

WEDDINGS AND PRIVATE EVENTS AT DUDLEY FARM HISTORIC STATE PARK

Thank you for your interest in holding your special event at Dudley Farm Historic State Park.

Events covered in this document include events that require rental space such as weddings, large private events and other non-commercial events. Those wishing to hold a commercial event at Dudley Farm will need to contact the Park Services Specialist at (352) 472-1142.

PARK HOURS

Park operating hours are Wednesday – Sunday 9:00am to 5:00pm. Unless prior arrangements are made, events (including set-up, break down and cleanup) must be held during regular park operating hours.

After-hour events are permitted with management approval and must be requested a minimum of 90 days in advance. Please complete the *After-Hours Event Request* form included in this packet. A nominal fee will be charged for all after-hour events. See the “Fees” section of this document for details. **Events will not be approved on Mondays and Tuesdays when the park is closed. Access to the historic farmstead is not permitted after 4:00pm.**

SITE AVAILABILITY

In order to protect the cultural resources of the park, events will not be permitted on the historic farmstead or the surrounding fields. Events are only permitted in designated areas located on the attached map. During after-hour events, guests must remain in the designated event areas.

Guided tours of the historic farmstead may be reserved at the time of event registration. Tours are only provided during the park’s normal operating hours and are subject to tour guide availability.

Due to parking and facility limitations, the maximum number of event guests allowed is **160**.

There are four designated rental sites within the park. Please see the attached map for specific locations. The rental fee covers the use of one rental site. A separate fee will be charged for use of additional rental sites.

Site A: This site includes electric and water. It will hold up to a 40’ x 100’ tent.

Site B – D: Each area will hold up to a 40’ X 100’ tent or four freestanding 10’ X 10’ tents (or a combination of tents not to exceed the 40’X100’ spacing). Electrical and water connections are NOT available for these sites. Those in need of electricity must supply their own power source (i.e. generator).

Event coordinator or rental companies/vendors must call 811 before holes are dug for any set up purposes.

<https://fpuc.com/naturalgas/safety/811-before-you-dig>

RESERVATIONS

Reservations may be made up to 11 months in advance. Reservations **MUST** be made a minimum of **30 days** prior to an event. Reservations are taken in person and over the phone.

Due to parking and facility limitations, only one event will be permitted on site per day.

To organize your event at Dudley Farm please contact (352) 472-1142. Dudley Farm does not have a staffed ranger station. Staff is often in the field assisting visitors. When calling, please leave a message and someone will contact you within 24 hours (48 hours on weekends). Calls will be answered in the order in which they are received.

An event reservation is not confirmed until the rental fee and a signed rental agreement are received. The reservation will be held for 7 business days. If at that time the fees and rental agreement have not been received, the reservation will be released. Payment accepted include cash, check or money order. Payment must be made in person at the park. Please make checks out to *Dudley Farm Historic State Park*.

FEES

All fees include applicable tax. Payments accepted include cash, check or money order. Please make checks out to *Dudley Farm Historic State Park*. The site rental fee is the only fee required in advance. The remaining fees can be paid any time up to one day prior to the event.

1. Site rental fee is \$79.50 per site, per day. This fee must be paid in advance to secure the reservation.
2. **Admission fees are not included in rental fee.** Guests will be charged the park entry fee of \$5.00 per vehicle unless the rental party has made arrangements to pay entrance fees. Pre-payment of entrance fees is permitted at the following rates:
 - b. 26-50 Guests \$75.00 plus tax = \$80.25
 - c. 51-100 Guests \$100.00 plus tax = \$107.00
 - d. 101-160 Guests \$150.00 plus tax = \$160.50

Park staff will count the number of guests upon arrival. Once the prepaid quantity is met, the guests will pay \$2.00 per person. Refunds will not be issued to groups with less participants than anticipated.

4. An after-hour fee will be required for those wishing to remain onsite after 5:00pm. The fee is \$15.00 per half hour (30 minutes). After-hour events require advance approval by management and are subject to staff availability. Requests **MUST** be made a minimum of 90 days in advance.

FREQUENTLY ASKED QUESTIONS

Can I rent the historic farmstead for my event?

The park's historic buildings, farmstead and crop fields are not available for events.

Will the park be open to the public during my event?

Yes. Dudley Farm Historic State Park is open to the public Wednesday through Sunday from 9:00am to 5:00pm. The rental fee only reserves the site chosen in the rental agreement for your use.

Is alcohol allowed?

Alcohol is permitted **within the rental site only**. Alcohol is not allowed at Dudley Farm Historic State Park, and guests who leave the designated rental area with alcoholic beverages may be asked to leave the park. The event coordinator (you) are responsible that all applicable laws are followed.

Can I hire vendors and rental companies?

Yes. The event coordinator (you) must ensure that all vendors are aware of the requirements included in the rental agreement and that cleaning and removal of items brought for the event are completed to the satisfaction of the park staff. **The renter must notify Dudley Farm of all vendors' names and phone numbers at least 14 days prior to the event.** The renter (you) will be held responsible for any vendors who do not follow park rules. Vendors must provide a copy of their certificate of insurance with a minimum of \$1,000,000 liability insurance listing Dudley Farm Historic State Park/State of Florida Trustees of the Internal Improvement Trust Fund as additional insured or certificate holder. Event coordinator or rental companies/vendors must call 811 before holes are dug for any set up purposes. <https://fpuc.com/naturalgas/safety/811-before-you-dig>

Is music allowed?

Music is allowed as long as it is kept at a respectable volume and does not interrupt normal park operations or take away from other visitor's experience. Remember, you will need to supply your own electrical source unless you are utilizing site A.

Are ceremony rehearsal's allowed?

There is no additional event fee for a ceremony rehearsal during normal park operating hours. However, regular park entrance fees will apply. Please call the park 14 days prior to your event to schedule your rehearsal. Keep in mind there may be park guests or other events as rehearsal times are not exclusive.

Who does the setup and cleaning?

The event coordinator (you) is responsible for the setup of any event items and for post event cleaning. You may set up on the day of the event starting at 9:00am. If you would like to set up the day prior to the event, you may do so as long as the site is not reserved. **The only way to assure that the site is available the day prior is by reserving the site an additional day.** The event coordinator is responsible for making sure that the site is cleaned. Cleanup must be complete by 5:00pm (or designated time for approved after-hour events). In order not to interfere with other event reservations, rental equipment must be removed from the site by 5:00pm (or designated time for approved after-hour events) of the day the site is rented unless prior arrangements have been made.

What if it rains or inclement weather is expected?

There is no refund for event cancellation due to weather except for hurricanes.

FREQUENTLY ASKED QUESTIONS CONTINUED

What if I need to cancel my event?

If for any reason cancellation is necessary, a 15 day notice and the rental fee receipt are required for a full refund. No refunds due to weather except in the case of a hurricane. Refund may take up to 90 days to process.

I am having a very small event, do I still need to pay rental fees?

It is highly recommended. Paying the rental fees allows you to celebrate your event on your chosen day and reserves a location on the grounds from use by other park visitors. It also assures you that you will get the day you wish. Once a day has been booked for a wedding or event, no other events will be allowed.

Can I have my wedding photographs taken at Dudley Farm Historic State Park?

Yes. Those who wish to have photographs taken at Dudley Farm Historic State Park do not need a reservation as long as the session is during normal park hours and does not interfere with park operations. However, please be aware, Dudley Farm often hosts large group tours and events, which may interfere with that perfect shot. For those wishing to access the park outside normal park business hours, those needing staff assistance or those who would like to secure a reservation will need to complete a *Photography Permit*. **Reservations must be made at least three weeks in advance.** For more information, please call the park at (352) 472-1142. Photographers are not permitted to rearrange, touch or move items on the historic farmstead and in historic buildings. Please do not lean on fencing or railings. Many are historic and will not provide adequate support. Please adhere to the pet policy. All pets must be on a leash and supervised at all times. Pets are not permitted on the farmstead (this includes "prop" animals such as rabbits, ducks, etc.). You are not permitted to release wildlife into the park (example: butterflies, doves, etc.).

What do I need to provide if I am a tax exempt organization?

Tax exempt organizations are required to provide a copy of the organization's tax exempt certificate at the time the reservation is made and must pay with a check listing the same organization name as found on the tax exempt certificate.

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DUDLEY FARM HISTORIC STATE PARK RENTAL AGREEMENT

CONTACT INFORMATION:

Event Coordinator:

Email:

Phone Number (list daytime and alternative): Cell:

Other:

Address (include City/State/Zip): _____

EVENT INFORMATION

Proposed Date(s):

Event Start/End Times:

Type and Purpose of Event:

Activities at the Event (brief summary, include if there will be amplified audio):

Facilities needed (please indicate what site(s) you will be using, A - D):

Rehearsal and Set-Up (only guaranteed the day of the event starting at 9:00am unless site is reserved an additional day, please list date and time you plan to set-up or conduct a rehearsal.)

Vendors: the renter must notify Dudley Farm of all vendor's and delivery days at least 14 days prior to event. SEE INSURANCE REQUERMENTS IN THE FREQUENTLY ASKED QUESTIONS SECTION.

PARTICIPANT INFORMATION
Number of Participants Expected:
Number of Vehicles Expected:
Tour Requested (Yes/No, List Number of Participants):
RENTAL FEES: Fees include all applicable taxes. Please list quantity in the brackets.
() Site Rental Fee: \$79.50 per day
() Site A Tent Rental Fee \$250.00
() Event Admission Fee: \$2.00 per person if bulk admission fee is not paid prior to event
() Tour Fee: \$2.00 per person
<i>To be completed by park staff: List all fees paid. Include date each payment is made and PNR number.</i>

Site rental fee must be delivered to Dudley Farm Historic State Park at least 7 days after the reservation is requested in order to secure the requested date. Admission Fees and Tour Fees may be paid on the day of the event.

Please list special requests that would be needed to provide access to visitors (accessibility items such as a beach wheelchair).

EVENT COORDINATOR SIGNATURE AND DATE:

TERMS AND CONDITIONS

EVENT COORDINATOR'S NAME AND EVENT DATE:

Event coordinator must meet with park staff prior to the event.

Vendors must provide a copy of their certificate of insurance with a minimum of \$1,000,000 liability insurance listing Dudley Farm Historic State Park/State of Florida Trustees of the Internal Improvement Trust Fund as additional insured or certificate holder. Dudley Farm Historic State Park is not responsible for or will not be held liable for any damages to rental items (tents, tables, chairs, etc.) or items brought onto the site by the event coordinator.

Event Coordinator must have someone present at the park for all deliveries, setup of equipment and cleanup. Cleanup must be completed by 5:00pm unless an after-hour event is approved. If an after-hour event is approved, cleanup must be completed by the pre-approved end time. Event coordinator must bag all trash at the end of the event and have it ready for removal. Cardboard boxes must be broken down before disposal. Event coordinator must provide cigarette receptacles for smoking guests.

Decorations are limited to rented area. Please do not alter any facilities or state park grounds. No using of nails or screws, no digging sign holes or tying banners to vegetation.

The following items are prohibited:

ANYTHING that could litter the grounds (balloons, rice, glitter, confetti, flower petals, etc.), releasing of wildlife (birds, butterflies, ladybugs, etc.), tiki torches and other open flames except candles in votive cups or hurricane globes used on tables, fireworks, any action(s) or item(s) deemed by park staff as harmful to the park's natural and cultural resources.

Alcohol is only permitted within the rented area. Those that do not comply will be asked to leave the park.

Pets must be on a hand-held 6 foot leash, well behaved and cleaned up after. Pets are not allowed on the historic farmstead.

The event or any participants should not hinder access to other park visitors. Access to all park areas for the public must be maintained. Park rules must be adhered to at all times. Event coordinator is responsible for the behavior and actions of their guests and must comply with all local and state laws (including use of alcoholic beverages).

Parking is on a first-come, first-serve basis. The parking area may not be sectioned off for event guests.

Event coordinator is responsible for any damage to structures, buildings, trees or grounds that occur due to the event.

The Division of Recreation and Park reserves the right to deny any group or special event, which in its opinion is inappropriate at this historic site.

My signature below certifies that I have read and understand all terms and conditions governing the use of Dudley Farm Historic State Park for special events. I understand the event may be canceled at ANY TIME by park staff due to non-compliance with these conditions.

EVENT COORDINATOR SIGNATURE AND DATE:

AFTER-HOURS EVENT REQUEST

EVENT COORDINATOR'S NAME AND EVENT DATE:

Requested Start Time:

Requested End Time:

In order for an after-hour event to be approved, the event coordinator must agree to the following terms and conditions. Please have the event coordinator initial in each bracket that they understand and agree to the following:

I understand that an after-hour fee will be required for those wishing to remain onsite after 5:00pm. I understand that the fee is \$15 per half-hour, and does not include tax. I understand that the total due for this event is _____.

I understand that break down and cleanup must be held during the approved event hours. All activities must be complete and all individuals must be off site by _____.

I understand that if my event is not finished (including breakdown and cleanup) by the designated time of _____ that I will be charged an additional day's rental fee of \$79.50.

I understand that access to the farmstead is prohibited after 4:00pm. I understand that during after-hours events that guests are required to remain in the designated rental area (to include the parking lot and restrooms).

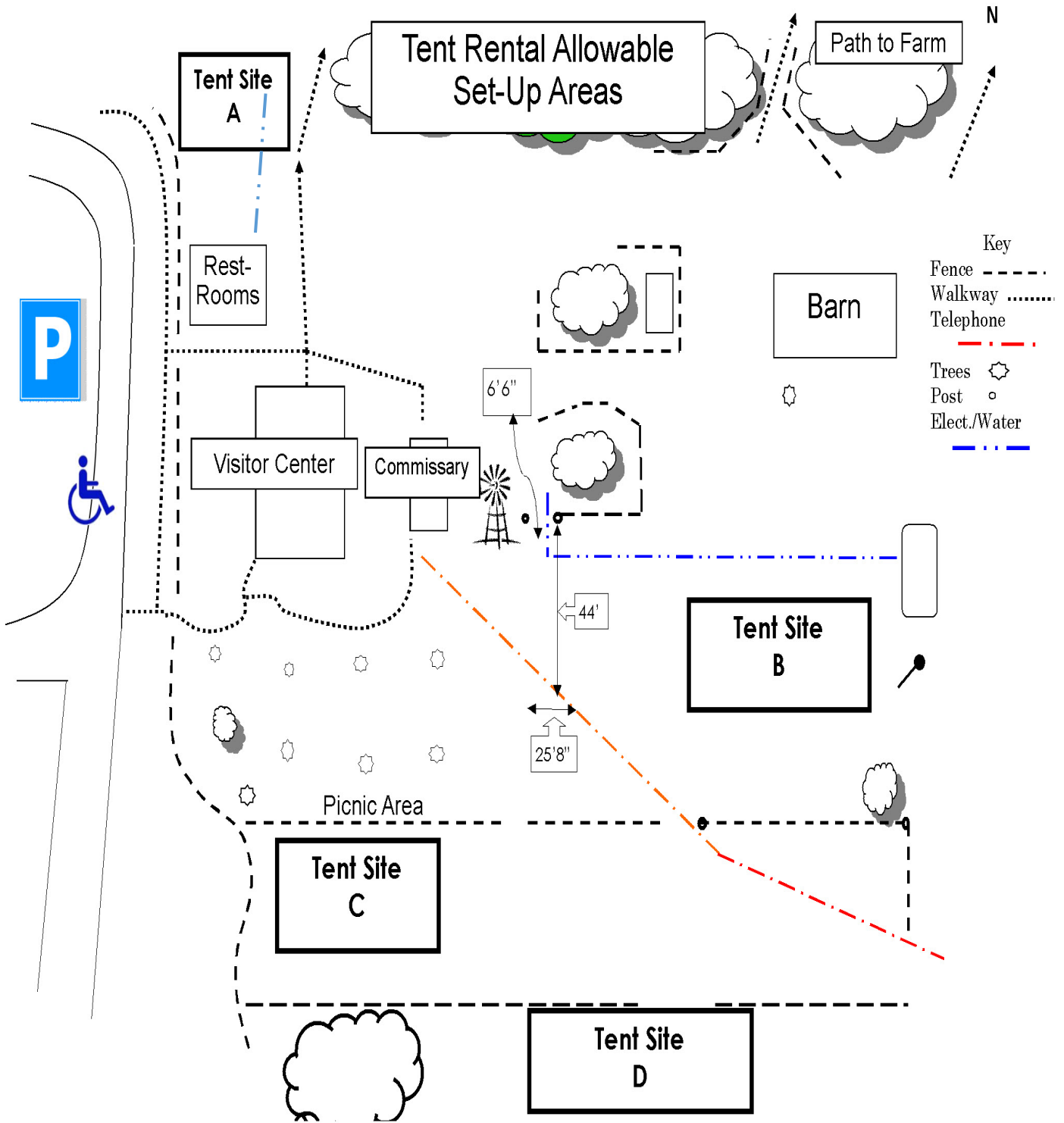
I understand that as the event coordinator, I am responsible for the behavior of my guests. I understand that if guests are found to be destructive or in violation of park rules that they will be asked to leave the park.

EVENT COORDINATOR SIGNATURE AND DATE:

Manager (or Designee) Approval:

This after-hour event has been approved by park management with the understanding that the event coordinator will adhere to the above listed terms and conditions. Management reserves the right to cancel an event at any time if the event coordinator is found to be in violation of this agreement.

MANAGER OR DESIGNEE SIGNATURE AND DATE:



Not to scale