

FRIENDS OF EMERALD COAST STATE PARKS, INC.

To contact us, please call 850-269-1062
OR fax form to 850-650-0290
Email: carolynevents@embarqmail.com

Office Use Only
Date first contacted:

EVENT REQUEST FORM

Location: (circle one) Henderson Beach Rocky Bayou
Date of Event: (mm/dd/yy) / / Time of Event Start: End:
Type of Event: (circle all that apply) Wedding Birthday Family Reunion Corp. Event
Reception Other

If wedding, Full name of Bride:
Full name of Groom:

Facility Requested: (circle one) (Subject to availability)

Table with 2 columns: Henderson (Pavilions and Areas - 6 Sites) and Rocky Bayou Pavilions (2 Sites). Includes sub-categories like East Pav., West Pav., etc.

Time available (circle one) Henderson: 8-11 am 12-3 pm 4pm- sunset After hours
Rocky Bayou: All day

Information on person paying Impact Fee
Contact name: Daytime Phone #
Address:

Estimated Number of Guests & Participants (Caterers, Set-up Crew, etc. are counted) :

Fees: Please add all charges (1-5 below) to determine rental fees. Request is not valid until ALL fees are paid.

Fee Structure (Includes Entrance Fees for all Identified Guests)
1. (Circle one) Henderson: 1-50 Participants = \$200 51-100 Participants = \$400 101-150 Participants = \$500 Due:
Rocky Bayou: 1-35 Participants = \$100 36-75 Participants = \$200
2. After hours fee (See note C below) Includes after hour staff expense for 2 hrs/ \$25 per additional hr) = \$75 Due:
3. Pavilion Rental (circle one - see note below) Henderson: Daytime rental = \$106 After Hours Rental= \$106 Due:
Rocky Bayou: Daytime rental = \$79.50
4. Rehearsal Practice (Based on number of persons attending Rehearsal @ \$4 per person) Due:
5. Refundable Impact Deposit = \$100.00 (will be refunded within 10 business days) Due: \$100.00
Impact Deposit is required in case of damages and/or overtime use of grounds. Friends of Emerald Coast State Parks Inc. reserve the right to claim any part or entire deposit for any breach of terms stated in this contract. Total Due:
Payment in full must be made at time of reservation to confirm. 7 days are allowed for payments made by check.

Outside Vendor/Coordinator: Name/ Phone #
(If more than one vendor/coordinator, attach additional sheet listing all)

Type of Setup (NOT supplied by Park) (circle all that apply) Chairs Decorations Arch Other
If other, please describe:

NOTES

- A. Pavilion rentals at Henderson Beach State Park and Rocky Bayou State Park not allowed for the following weekends: Easter, Memorial Day, 4th of July, Labor Day or the last week of October(Henderson only). NOTE: After hour set up time begins 1/2 hour before official sunset time of the park. NO EARLY SETUPS. Beach area reservations DO NOT INCLUDE a pavilion.
B. Sunset fees apply to events beginning 2 hrs or less prior to sunset. Fee includes 1 hr. prior to sunset and first two after hours ranger pay. Additional hours (up to 10 p.m. closing) can be negotiated with the ranger. Rates are \$25 per hour thereafter. Ranger services are restricted to ensuring safety and protection of park property and guests.
C. Park gates close at Sunset. No late admissions or re-admissions are allowed after gates close.
D. All events and cleanup MUST BE COMPLETED by 10:00 P.M. NO ONE is allowed in the park after 10:00 P.M.
E. A separate sheet listing General Information and Guidelines is attached and is part of this agreement. Each item MUST BE INITIALED. This form must be completed and returned with the Event Request.
F. Person requesting an event is responsible for damages and behavior of their guests.
G. Make checks payable to: Friends of Emerald Coast State Parks
And mail to: Events/Henderson Beach State Park
17000 Emerald Coast Parkway
Destin, FL 32541