

**Friends of Emerald Coast State Parks, Inc.**  
***Henderson Beach State Park and Rocky Bayou State Park***  
**Event Reservation Agreement**

**General Information and Guidelines:**

Please read and initial each statement in acceptance and agreement of full compliance with all terms and conditions. This Agreement is made part of the Event Request Form and must be submitted at the time of the request.

<p>1. <b>Reservations</b>- Event Reservations are made on a first come- first serve basis and will be accepted up to eleven months in advance. Reservations will be confirmed after receipt of full payment and signed Agreement.</p>	_____
<p>2. <b>Fees – All Fees must be paid in full to confirm reservation.</b> The event fees entitle the party and guests free entry to the park and use of an assigned beach area or a picnic pavilion only. The park will remain open to the public during private events.</p>	_____
<p>3. <b>Cancellations</b> - If a cancellation is required, a 30 day notice must be received for a refund to be issued. All cancellations will be charged a \$25.00 administrative fee. There are no refunds due to weather except hurricanes. After-hour ranger fees must be cancelled at least 48 hours prior to event for refund.</p>	_____
<p>4. <b>Rehearsals</b> – Rehearsal practice is allowed Monday through Friday and must be scheduled. There is a charge based upon the number of guests attending the practice. A rehearsal DOES NOT involve the use of a pavilion nor any after hours usage. Rehearsals are for ½ hour.</p>	_____
<p>5. <b>Alcohol is prohibited</b> in all State Parks during the normal operating hours of 8:00 a.m. to sunset.</p>	_____
<p>6. <b>Preparations</b> – All set up and take down must be completed the day of the event <b>within the rental time period.</b> Set up for after hour events will be 30 minutes before sunset and the take down must be completed within the after-hour schedule. Time slots may be extended, upon availability, for an additional fee. The actual set up, take down, and clean up is YOUR responsibility. <b>Clean up required by park staff will result in additional charges.</b></p>	_____
<p>7. <b>Favors and Decorations</b> – Decorations may not be glued, stapled, nailed, or left on the grounds. <b>Tiki Torches may not be used.</b> Birdseed, rice, or synthetic flowers, such as rose petals, may not be thrown. Soap bubbles are acceptable alternatives.</p>	_____
<p>8. <b>Electricity</b> – Available only in certain locations; check with staff for permissible locations.</p>	_____
<p>9. <b>Parking</b> - Parking for events guests will be at the designated parking areas. No parking or driving on the beach is permitted.</p>	_____
<p>10. <b>Vendors / Wedding organizers</b> – The vendor will provide a certificate of insurance, listing Friends of Emerald Coast State Parks and DEP as “additional insured.” The policy must carry a minimum of \$300,000.00 liability.</p>	_____
<p>11. <b>Things to Consider</b> - Restrooms and boardwalks are open to the general public. <b>No dressing room is provided for wedding parties.</b> Tents and canopies are not allowed on the beach. <b>No pets are allowed on the beach.</b> Always have an inclement weather plan for your wedding, i.e. hurricane season.</p>	_____
<p>12. <b>Loss of Impact Deposit</b> – I understand that failure to have all guests/participants of this event out of the park and all “take down” activities completed by the time established by this agreement will result in a partial or complete loss of the Impact Deposit. The only exception is an after-hour time extension agreed to by the ranger (not to extend past 10:00 PM). Failure to clean up event site adequately will result in the loss of the impact deposit. If impact deposit is forfeited and additional fees are required, I (the person signing this form below) agree to pay all additional costs promptly.</p>	_____

I, \_\_\_\_\_, acknowledge and assent to the terms of this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date