



Wicomico County Recreation, Parks & Tourism
PEMBERTON PARK NATURE CENTER
CLASSROOM RENTAL APPLICATION

Organizer's Name: _____ Phone: _____

Address: _____

Email: _____ Anticipated Attendance: _____

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

Fees (Check on that applies):

- ☐ Standard Classroom Rental - \$25.00/hour (Please see specifications)
- ☐ Standard Classroom Rental and Outdoor Space - \$25.00/hour + Outdoor Rental fees
- ☐ Specialty Classroom Rental - \$25.00/hour + Site Supervisor fees
- ☐ Specialty Classroom Rental and Outdoor Space - \$25.00/hour + Site Supervisor fees + Outdoor Rental fees

Outdoor Space Location:

- ☐ Outdoor Amphitheater (100 capacity)
- ☐ Pond Island
- ☐ Other: _____

Restroom Fee:

- ☐ Over 50 attendees require additional portable toilet at \$90.00 per unit.

Site Supervisor (required for indoor space):

- ☐ Site Supervisor - # of hours _____ x \$16.00/hour = \$ _____

TOTAL \$ _____

Special Requests:

Do you intend to have alcoholic beverages? ☐ Yes ☐ No

Other special requests? _____

- 1. Deposit/Payment Requirements.** Organizer must pay a non-refundable **50% deposit** by cash, check or credit card, 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 rental, 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. Specifications/Requirements.

- a. Weddings/Events/Rentals 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 event.
- d. Classroom Rentals will be limited to normal park hours. All normal park rules shall apply.
- e. **Standard Classroom Rentals:** Standard Rentals occur during regular business hours at The Nature Center (10:00am-3:00pm Saturdays and Sundays). These rentals do not include additional/special fees.
- f. **Specialty Classroom Rentals:** Specialty Rentals occur outside of regular business hours at The Nature Center. These rentals will include additional fees to provide a Site Supervisor. These rentals are subject to approval if a Site Supervisor is available at the requested date/time.
- g. **Outdoor Space Rentals:** Outdoor space is available for rent in addition to the Classroom Space. Rental fees vary per space. Please see attached fees for reference.
- h. Amplified sound, music and/or lights are permitted with respect to the Classroom. Sound must be kept to a respectable level. Nature Center Attendant has the ability to reduce volume if necessary.
- i. Alcoholic Beverages are not permitted within The Nature Center or The Nature Center Classroom Space.
- j. The Department of Recreation, Parks and Tourism has sole discretion to decide on any matters not covered under this policy.
- k. 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.
- l. This agreement does not create a joint venture or partnership.
- m. Organizer must comply with all applicable law.
- n. The County may terminate the rental and remove the Organizer if Organizer violates any term of this agreement.

***Use the map below to draw the layout plan if you desire to utilize outdoor space in this rental.**

Pemberton Park—5561 Plantation Lane, Salisbury, MD 21801



Event Area — Blue

Parking — Green

Amphitheater — Yellow

Pond Island — Orange

Cottage — Red

- 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** _____