



Wicomico County Recreation, Parks & Tourism PEMBERTON PARK WEDDING APPLICATION

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 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 \$90.00 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.

- h. Tables and chairs are permitted. Set up and breakdown must be completed day of the event. Tents or other structures will be permitted for receptions only, except to accommodate for disabilities or for health reasons. Location of any tents must be approved by Wicomico County Department of Recreation, Parks and Tourism in advance.
- i. Amplified sound, music and/or lights are permitted with respect to the designated ceremonies and receptions areas.
- j. Upon request alcoholic beverages are only permitted with approval of the Pemberton Hall Foundation within the pre-approved receptions area given all rules and regulations of the Wicomico County Liquor Board are adhered to. The Department may restrict groups from providing alcoholic beverages on its premises.
- k. The Department of Recreation, Parks and Tourism has sole discretion to decide on any matters not covered under this policy.
- l. 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.
- m. This agreement does not create a joint venture or partnership.
- n. Organizer must comply with all applicable law.
- o. The County may terminate the rental and remove the Organizer if Organizer violates any term of this agreement.
- p. Organizer is responsible for COVID-19 screening daily all attendees at the event including but not limited to participants, spectators, staff, volunteers, etc.
- q. Additional cleaning and sanitizing costs that arise due to COVID-19 that are related to the event may be the responsibility of the organizer.
- r. Organizer has received and will abide by the COVID-19 Special Events Use Guidelines.

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.

- **Please use the map below to draw the layout you plan to have for your wedding set-up.**
- **We will use this layout for when we go over your walkthrough.**

Pemberton Park—5561 Plantation Lane, Salisbury, MD 21801

Cottage



Outdoor Special Event Area

Amphitheater

Parking

Pemberton Hall
Restored 18th-century
plantation house

Plantation Ln

Plantation Ln

Plantation Ln

Google

Bell Creek