

## POLICIES AND PROCEDURES

### MAKING YOUR RESERVATION

Reservations may be made by calling the Bellevue Special Events Office at (302) 761-6952.

- A reservation packet will be sent upon request. Call the Bellevue Special Events Office to schedule a visit to the site.
- Payment may be made by credit card (excluding AMEX) or check, payable to Bellevue State Park.
- A deposit of 50% (non-refundable), along with the signed reservation forms must be returned to the facility office, by mail or fax. The balance of the rental fee must be paid in full within 60 days of reserving the date.
- Full payment of the rental fee is required for reservations booked fewer than 60 days prior to the event.
- Refer to the rate schedule for individual fees.
- The park entrance fee is not charged for private events.

#### Reservation forms and deposits may be mailed to:

Bellevue Special Events Office  
720 Carr Road  
Wilmington, DE 19809  
(302) 761-4685 Fax  
(302) 761-6952 Phone

### EVENT COORDINATION

- A Special Events Coordinator will assist you in facilitating your formal event.
- A final event planning meeting will be scheduled for four weeks prior to the event. During this meeting, you will meet with your caterer and event coordinator to discuss and finalize your floor plan and agenda and go over any questions you might have at this time.
- One of our Facility Monitors will be on site throughout your event. This person will be responsible to open and close the facility on the day of your event and will have a copy of your day's agenda.

### TABLES, CHAIRS AND DECOR

- Indoor tables and chairs are provided at no extra cost. If you require outdoor tents, tables and chairs, they are available to rent from one of our approved vendors. Outdoor ceremony chairs may also be rented at \$2.50 per chair and are invoiced based on final count prior to event.
- Vendors providing chairs, tables, trellis, arbor, etc. for a ceremony must be in contact with the Special Events Coordinator prior to the event. Set up is allowed up to 3 hours prior to the event beginning and clean-up is to be completed within 2 hours after the ceremony.
- Tents may not exceed 40' x 100' and are permitted in designated areas only. Additional smaller tents may be permitted depending on space available. Tents must be removed by 10 a.m. of the morning following the event, unless given other permissions by your event coordination representative.

### ADDITIONAL INFORMATION

- Loading and unloading arrangements may be made through the Special Event Coordinator. Appropriate parking lots and entrances must be used.
- For all deliveries, drivers must check with the site staff for the appropriate location. Vehicles must be moved to the parking lot once delivery is made. You may schedule a drop off liquor, centerpieces, etc. to the facility the day before your event. Portable restroom and tent delivery may be day before event.
- Smoking is prohibited, with the exception of designated outside smoking areas.
- Should security be required for an event, arrangements will be made by the park to provide this service for an additional charge.

### PHOTO RELEASE

The Division of Parks and Recreation staff may take photographs of your event for promotional purposes.

\_\_\_\_\_ Initial here to grant permission for photographs to be taken of your event by Parks staff to publish in public domains.