

BUSINESS Rentals
Blue Ball Barn
Alapocas Run State Park

Contact our office for information and tours.

Blue Ball Barn
1914 West Park Drive
Wilmington, DE 19803
302-577-1164 Phone
302-577-1167 Fax

Alana.delaney@state.de.us

<http://www.destateparks.com/events/blue-ball-barn/>

BOOKING A DATE

- Completed reservation forms along with a non-refundable 50% deposit are required to reserve a date for your event. An invoice will be issued to you with the deposit due after paperwork is submitted.
- The remaining balance, including any additional audio visual equipment utilized the day of the event will be due the day following the event.
- Dates will not be held without completed paperwork and a non-refundable 50% deposit.

FOOD & BEVERAGE

- Caterers have been approved to serve your needs in Delaware State Parks based on their professionalism and variety at an exceptional value. Vendors not featured on our list are not approved to serve you in the Delaware state park venues.
- Caterers are to set up and break down within your 4 or 8 hour block. Additional time may be requested for a fee and must be approved by the Park manager.
- A list of select caterers is found on [destateparks.com](http://www.destateparks.com). Self-catering is not permitted.

A/V EQUIPMENT

- A/V Equipment is available for rent at Blue Ball Barn. Indicate what your needs are on the checklist and the appropriate rental fees will be added to your invoice.

HOURS OF OPERATION

- All facilities are available for business meetings seven days a week from 8:00 a.m. until 4:00 p.m.
- Facilities are rented on a four (4) or eight (8) hour basis.
- Access to the facility is limited to the specific time reserved. This includes all set-up and breakdown times.
- There will be no access to the building prior to 8am.
- If set up time is needed, please plan your start time accordingly.

PAPER PRODUCT POLICY

We are a Delaware State Park facility dedicated to preserving the environment. We are committed to pursuing "Green" practices. The use of china place settings is in keeping with these practices and is requested at our facilities. We also understand that this is not always financially feasible for less formal celebrations or meetings. To accommodate these events, we will consider the use of eco-friendly plates, cups and utensils.

MISCELLANEOUS

- Outdoor smoking areas are designated.
- No parking fee or park entrance fee is charged for special events held at the facilities.
- Park staff will be present in the building for the duration of your event.

Blue Ball Barn	4 Hours	8 Hours	Capacity
Calving Room -1st Floor	\$300.00	\$475.00	48
Hay Room- 2nd Floor	\$350.00	\$600.00	50
Hay & Straw Rooms - 2nd Floor	\$650.00	\$900.00	100

Rental rates include setup of tables and chairs.
Multi-Day Rentals receive a 20% discount per day.

**DELAWARE STATE PARKS
BUSINESS MEETING RESERVATION AGREEMENT**

COMPANY/GROUP NAME _____

CONTACT NAME _____

ADDRESS _____

PHONE NUMBER DAY _____ EVENING _____

EMAIL ADDRESS _____

TYPE OF EVENT _____

EVENT DATE _____ GUEST COUNT _____ MEETING START TIME (8:30am or later) _____ END _____

CATERER _____ *Circle all that apply:* BREAKFAST SNACK LUNCH DINNER _____

ROOMS RESERVED FOR MEETING: (check one)

BLUE BALL BARN (BBB)

- _____ CALVING ROOM 1ST floor
- _____ HAY ROOM 2ND floor
- _____ HAY & STRAW ROOM 2ND floor
- _____ ENTIRE FACILITY 1ST & 2ND floor

A/V EQUIPMENT AVAILABLE FOR RENT

- _____ 48" TV W/ DVD & LAPTOP CONNECTION \$150
- _____ LCD PROJECTOR & SCREEN \$150
- _____ SCREEN ONLY \$20
- _____ WIRELES MIC \$40
- _____ LAVALIER WIRELESS MIC \$75
- _____ WHITE BOARD W/ MARKERS \$35
- _____ PODIUM \$50
- _____ EASELS W/ PAPER \$35
- _____ STAGE \$300

PAYMENT

NAME ON CREDIT CARD _____

CREDIT CARD # _____

EXP _____ SECURITY CODE _____

ADDRESS # _____ ZIP ONLY _____

**Please make checks payable to
Alapocas Run State Park.
We accept VISA and MasterCard ONLY.**

Payment and Forms should be submitted to the:

**Blue Ball Barn at Alapocas Run State Park
1914 West Park Drive
Wilmington, DE 19803
Phone: 302-577-1164
Fax: 302-577-1167
Email: Alana.delaney@state.de.us**

**DELAWARE STATE PARKS
BUSINESS MEETINGS**

CANCELLATION POLICY

I, the undersigned, understand that if I cancel a reservation less than 48 hours prior to a meeting, I will be charged the remaining balance of my rental fee for the room (s) I have reserved. I understand that for the safety of the Client and guests, the Park reserves the right to cancel or postpone any event due to wind, fire, lightning, flooding, or any other weather related event(s), electric or other utility problems, or behavior not allowed by Delaware State Parks at any time before or during the event with no prior notice. "If there is an interruption to an event due to emergency, weather...event will be allowed to proceed past schedule end time by the amount of time of interruption." If Delaware State Parks cancels an event due to any of the above reasons, no refund or reschedule of the event is guaranteed.

DAMAGE ASSESSMENT AND LIABILITY

As a renter of this facility, I fully understand that I am subject to all the laws, rules and regulations of the State of Delaware and the Department of Natural Resources and Environmental Control, Division of Parks and Recreation, and that I am responsible for the buildings, grounds and equipment assigned to our group during the rental period.

The below mentioned organization expressly agrees to hold the State of Delaware, and any of its employees harmless from any and all claims arising out of any violation by the below mentioned organization of any law, rule, regulations or order, and from any and all claims for loss, damage or injury to persons or property of whatever kind or nature arising from the operation of this event by the below mentioned organization, or carelessness of employees of the below mentioned organization while in preparation, during or disassemble of the event.

In the event there is damage to the equipment or facility, I agree to make full restitution for repair and/or replacement.

If the facility is left in unsatisfactory condition, I agree to pay for cleanup services at the rate of \$100.00 per hour. I have reviewed and agree to abide by the Cancellation Policy and the Damage Assessment and Liability Policy, as established by the Delaware Division of Parks and Recreation for the usage of Facilities at Delaware State Parks.

I _____ have read, understand, and agree to abide by the Rules and Regulations set forth in this document.

Authorized Client Signature Date

Facility Manager Signature Date

Delaware State Parks

Blue Ball Barn Alapocas Run State Park

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Wilmington, DE 19803
302-577-1164 Phone
302-577-1167 Fax

<http://www.destateparks.com/events/blue-ball-barn/>

Email: Alana.delaney@state.de.us

Booking a Date!

To reserve a date: signed and completed reservation forms must be returned to Blue Ball Barn by mail, fax, or email.

- Dates will not be held without non-refundable 50% deposit. An invoice will be issued to you once paperwork is received with the total and deposit due. Payment can be made via credit card info on the reservation form (Visa or MasterCard only) or by check made out to Alapocas Run State Park.
- The balance of the rental fee must be paid in full 30 days before the event date.
- Full payment of the rental fees is required for reservations booked less than 30 days prior to the event.
- Rustic Rentals ONLY - \$200 non-refundable fee is due at time of reservation.
- Choose any day of the week & any time from 9am up until 11 pm.
- Rates are the same throughout week, month & year.

Our Event Coordinators

- Our Special Events Coordinators will assist you in the planning of your tour and final event planning meeting if necessary. The meeting will take place at the venue about 4 weeks before the event. We require the attendance of your caterer and tent vendor for this meeting. All vendors you have chosen for your event are welcome to attend. The floor plan, agenda & vendor contact information will be finalized. We are not responsible for changes to the floorplan after this meeting.

Catering Services

- Select Caterers have been approved to serve your needs in Delaware State Parks based on their professionalism and variety at an exceptional value.
- All alcohol must be served by an approved licensed bartender provided by your caterer. Alcohol may be purchased by the client and dropped off at the venue.
- Caterers will rent linens, dishes, etc. and will provide service staff.

Tents, Tables & Chairs

- Tents are permitted at all properties. A list of state certified tent vendors will be provided.
- Only caterers or approved tent vendor may put up a tent.
- Indoor tables and chairs are provided at no additional cost.
- Outdoor tent, tables and chairs must be rented from our certified vendors.

Photography

- Photography may be conducted only in a room specifically rented for the event without prior approval from the Park Manager.
- No person may move furnishings for the purpose of photography without the prior approval of the Park Manager.
- No photography permit is necessary if your event is booked through our office.

Flowers and Other Decorations

- Open flames in floral arrangements or decorations must be fully enclosed in a hurricane globe, jar, chimney, or similar container.
- Floral arrangements and decorations must be free standing and cannot be attached by glue, tape, staples, tacks, or any other means to walls, light fixtures or furnishings.
- Fabric used as a component of a decoration may, with the approval and supervision of the staff, be draped or tied over furnishings.
- Due to their environmental impact, no confetti, balloons, glow sticks, artificial flower petals, birdseed or rice may be used for decorative or celebratory purposes. Bubbles, native butterflies, real flower petals, or *eco-fetti* are welcome.
- For the protection of the property and furnishings, floral arrangements and plant material must be in watertight containers and rest on or in a watertight material.

Music

- Instruments and equipment may be delivered to the park on the day of the scheduled event during set up time.
- Loading and unloading is limited to specific loading zone at each property. Drivers must check with the site staff for the appropriate location. Vehicles must be moved to the parking lot once delivery is made.
- Indoor tables and chairs and electrical outlets are provided in the rental. Additional equipment must be

supplied by the musician or D.J., including extension cords, surge protectors, etc.

- The level of amplified music cannot interfere or conflict with the public enjoyment of the park. Outdoor live music must end at 10 pm.

Paper Products Policy

We are a state park facility dedicated to preserving the environment. We are committed to pursuing “Green” practices. The use of china place settings is in keeping with these practices and is requested at our facilities. We also understand that this is not always financially feasible for less formal, casual celebrations. To accommodate these events, we will consider the use eco-friendly biodegradable paper plates, cups and utensils.

Rehearsals

Please schedule your rehearsal with our office. Access to the facility is limited to the event location and restrooms only. Please have your officiant or a family member present to help coordinate the rehearsal or ceremony.

All drop offs are during the rehearsal or during the pre-event set up time. Portable restroom and tent delivery may occur the day before an event.

Miscellaneous

- Smoking is prohibited in the properties. Outside smoking areas are designated.
- No golf carts, sparklers, fire pits or fireworks are allowed.
- Should security be required for an event, arrangements will be made by the park to provide this service for an additional charge.
- Pets are not permitted.

Day of your event!

- The facility monitor will arrive to open the facility for your caterer and will be present for the duration of your event. Venue is opened 2 hours before a (4) hour event and 3 hours before a (5) hour event. Photographers, florists, musicians and your wedding party will have access to the venue at this time. All decorations of the facility must be done on the day of your event.
- Your caterer and their staff will handle all food and beverage services during your event.
- The bar will close 15-20 minutes before your reception is scheduled to end.
- Caterer will gather trash/ recycle and clean up facility after event.
- You will be responsible for removing all decorations at the conclusion of your event.
- Plan to have someone delegated to take your leftover liquor, favors, gifts, cake & any personal items that were brought in.

Parking

No parking fees or entrance fees are charged for special events held at the facilities. Parking assistance may be required for an additional fee, depending on event type and size. Appropriate parking lots and entrances must be used.

Verify the address of your venue for your invitations!

Blue Ball Barn
1914 West Park Dr.
Wilmington, DE 19803

Blue Ball Barn	3 HOUR RATE	4 HOUR RATE	5 HOUR RATE	OCCUPANCY
Exclusive use of the Barn Hay Room, Straw Room Calving Room and Courtyard	-	\$2,850	\$3,550	250*
Calving Room & Outdoor Courtyard	\$1,650	\$1,750	\$2,000	250*
Hay Room & Straw Room 2nd floor	\$1,100	\$1,375	\$1,900	125
Hay Room 2nd floor	\$650	\$800	-	50
Calving Room 1st floor	\$200**	\$575	-	60
Courtyard For Ceremony only	\$600	-	-	200

- Catering and tent costs not included in rental rates.
- Indoor furniture and set up included. **Tent rental with outdoor furniture may be required.*
- A host will be present for the duration of your event.
- Ceremony or outdoor chairs will be rented through an approved vendor.
- Venue opens 3 hours before a 5 hour wedding rental; Venue opens 2 hours before a 4 hour rental.

** The Rustic Rental rate of \$200 applies to the Calving Room ONLY. Rustic Rentals permit you to self-cater your event. There will be no custom set-up or facility monitor assigned to these events. Events must occur between 9am and 3pm, 7 days a week. Client will be responsible for removing trash and recycling and sweeping the area upon departure. **\$200 non-refundable fee must be paid in full to reserve date.**

BLUE BALL BARN EVENT/WEDDING RESERVATION

Send in next 2 pages

EVENT/WEDDING CLIENT 1 NAME _____ CELL PHONE _____

WEDDING CLIENT 2 NAME _____ CELL PHONE _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

CLIENT 1 EMAIL _____ CLIENT 2 EMAIL _____

EVENT DATE _____ GUEST COUNT _____

CEREMONY LOCATION _____ TIME _____

RECEPTION LOCATION _____ BEGIN _____ END _____

CATERER _____

ROOMS RESERVED (check one)

BLUE BALL BARN (BBB)

- _____ HAY & STRAW ROOM 2ND floor
- _____ ENTIRE FACILITY 1ST & 2ND floor
- _____ CALVING ROOM & COURTYARD 1ST floor
- _____ HAY ROOM ONLY 2ND floor
- _____ CALVING ROOM ONLY 1ST floor
- _____ CALVING ROOM ONLY 1ST floor – RUSTIC RENTAL (9 am-3 pm only)
- _____ COURTYARD ONLY (CEREMONY ONLY)

WE ARE HAVING A:

- _____ PARTY (Family, Birthday, Sweet 16, Corporate)
 - _____ FUNDRAISER
 - _____ CORPORATE EVENT
 - _____ CEREMONY AND RECEPTION
 - _____ RECEPTION ONLY *Circle 4 or 5 hours*
 - _____ CEREMONY ONLY *3 hour-specify:*
- Start _____ Ceremony _____ Departure _____

RUSTIC RENTAL ONLY (check one)

- _____ SELF-CATERED
 - _____ CATERER DELIVERY
- Name of caterer _____ Drop-off time _____

OUTDOOR CEREMONY PLAN B:

- _____ CHURCH OR RECEPTION SITE
- _____ VENUE (IF CAPACITY ALLOWS)

REHEARSAL

- _____ YES - DATE _____ TIME _____
- _____ NO

TENT

- _____ NO
- _____ BBB COURTYARD
- _____ OTHER (*please specify*)

A/V EQUIPMENT AVAILABLE FOR RENT

- _____ 48" TV W/ DVD & LAPTOP CONNECTION \$150
- _____ LCD PROJECTOR & SCREEN \$150
- _____ SCREEN ONLY \$20
- _____ WIRELES MIC \$40
- _____ LAVALIER *WIRELESS* MIC \$75
- _____ WHITE BOARD W/ MARKERS \$35
- _____ PODIUM \$50
- _____ EASELS W/ PAPER \$35
- _____ STAGE \$300

DELAWARE STATE PARKS

SPECIAL EVENT POLICY

I, the undersigned, agree to the following conditions: *please initial on each line*

CANCELLATION POLICY

- _____ I understand that my deposit of 50% is non-refundable. \$200 Rustic Rental fee is non-refundable.
- _____ I understand that no refund of balance is available to me if I cancel my reservation for the facility less than 30 days prior to my event. The confirmation email serves as an executed contract.
- _____ I understand that for the safety of the Client and guests, the Park reserves the right to cancel or postpone any event due to wind, fire, lightning, flooding, or any other weather related event(s), electric or other utility problems, or behavior not allowed by Delaware State Parks at any time before or during the event with no prior notice. "If there is an interruption to an event due to emergency, weather...event will be allowed to proceed past schedule end time by the amount of time of interruption." If Delaware State Parks cancels an event due to any of the above reasons, no refund or reschedule of the event is guaranteed.

DAMAGE ASSESSMENT AND LIABILITY

- _____ I understand, as renters of this facility, I am subject to all the laws, rules and regulations of the State of Delaware and the Department of Natural Resources and Environmental Control, Division of Parks and Recreation, and that I am responsible for the buildings, grounds, and equipment assigned to our group during the rental period.
- _____ I understand, I expressly agree to hold the State of Delaware, and any of its employees harmless from any and all claims arising out of any violation by the below mentioned individual/organization of any law, rule regulations or order, and from any and all claims for loss, damage or injury to persons or property of whatever kind or nature arising from the operation of this event by the below mentioned organization, or from the negligence or carelessness of employees of the below mentioned organization while in preparation, during or disassemble of the event.
- _____ I agree in the event there is damage to the equipment or facility, that full restitution for repair and/or replacement will be made to ARSP. I am providing my credit card information as follows:

CC # _____ EXP _____ SECURITY CODE _____

NAME ON CREDIT CARD _____

- I understand that ARSP will not charge my credit card without my knowledge.

- _____ I agreed that if the facility is left in unsatisfactory condition, the cleanup service rate of \$100.00 per hour will be charged to the client.
- _____ I have read, understand, and agree to abide by the Rules and Regulations set forth in this document. I understand that this includes that I may not use any confetti, balloons, glow sticks, artificial flower petals, birdseed or rice for decorative or celebratory purposes.

_____ **FOR RUSTIC RENTALS ONLY:** I understand that I will be provided with a standard room set up of eight (8) 60" round tables with eight (8) chairs each and two (2) 6' by 30" tables for food. AV equipment rental is not available through the Blue Ball Barn except for the use of the surround sound system, which can play CDs or music from a phone or other device provided by the client. Food must be self-catered or dropped off by a licensed caterer. There will be no prep area, all rental activities must take place within the Calving Room only. Food must be delivered hot or pre-prepared. As a Rustic Rental client, you will have access to the room within 1 hour of the start of the event, but not before 8am, and 1 hour following the event, but not after 4pm, for set up and break down. You are responsible for removing all trash and recycling from the room, as well as sweeping the floors and removing any food or debris that may be left on the ground or tables following your event. If any of these criteria do not meet your needs please consider a formal Special Event reservation for a custom event planning experience to design your perfect event. Rustic Rental fee is due upon reservation and is non-refundable.

Authorized Client Signature

Date