

Terms of Agreement

Douthat State Park
14239 Douthat State Park Road
Millboro, VA 24460
540-862-8100
Fax: 540-862-8104
douthat@dcr.virginia.gov

General

- A Special Use Permit is required to rent a venue and the application is attached in this packet of information (there is a \$25 charge for the application and approval may take up to 30 days).
- Facilities must be rented in advance to ensure the availability. You must call Douthat State Park at 540-862-8100 to reserve these facilities. Practice time is not included in the rental of facilities and their availability cannot be guaranteed without an additional reservation.
- The Virginia Department of Conservation and Recreation, Division of State Parks, Douthat State Park and its employees will be held harmless for all acts or omissions by wedding guests or participants.
- Failure to comply with permit conditions may result in nullification of the permit and cancellation of the reservation.
- Park hours are from 6 a.m. to 10 p.m. daily. Activities and day visitors are not allowed on park grounds after that time.
- There will be no setting up the day or night before your reserved date. All personal items must be removed on the same day/last day of your rental by 10 p.m. The earliest you may start using the facility is 8 a.m. and the facility closes at 10 p.m.
- Renters are allowed to put up signs directing family and friends to wedding and/or reception. (Signs cannot be attached to park signs, trees or structures and must be removed prior to departure).
- The couple can have photographs taken around the park on the wedding day.
- Rental of any facility will not be allowed if the event is deemed offensive, vulgar or inappropriate for a park setting by Park Management.
- Damage to or theft of park property, equipment or facilities is the responsibility of the group representative. Cost associated with any repair or replacement will be charged to the group representative.
- Parking lots are not to be used for any purpose other than parking. If you wish to use the lot for displaying items or for any other reason, a separate Special Use Permit Application must be completed and returned to the park's main office (there is a \$25 charge for the application and approval may take up to 30 days).
- Excessive decoration of vehicles in relation to a wedding ceremony is prohibited. The renter will be responsible of removal and/or fines associated with littering on park facilities.
- Parking fees (up to 50 vehicles) are included with all wedding packages.

Wedding guests must identify themselves as such at the park contact station or they will be charged a parking fee. Refunds will not be given to visitors failing to identify themselves upon entry. The fee for commercial providers (caterers, bands, etc.) is \$10 per vehicle.

Outdoor Venue Locations

- Public use or display of alcoholic beverages is strictly prohibited at an outdoor venue at Douthat State Park.**
- Bird seed is to be thrown in lieu of rice at the conclusion of the ceremony, due to the potential hazards to wildlife.
- All decorations at outdoor venue locations are confined to the area and have to be removed upon the completion of the event. No decorations are to be nailed or stapled to shelters, posts, etc.
- Music and all other sound systems must be maintained at a reasonable level in order not to interfere with other park visitors. Park Management, at their discretion, may require volumes to be adjusted.
- The placement of any tents planned for use to conduct the ceremony, reception, etc. must be approved in advance by Park Management.
- Port-a-johns may be required in the event anticipated guests are expected to exceed the capacity of park restrooms. Cost of the rental will be the responsibility of the applicant and placement of the temporary facilities must be approved in advance by Park Management. Port-a-johns may be obtained from C & S Disposal in Buena Vista at 540-291-2433.
- Restrooms are available to the public for your guest's convenience, but are not limited to the renter or wedding party.
- Outdoor venues are open to the public and Park Management cannot control the public noise level associated with the use of these facilities.
- Usage of alternative transportation methods (horse drawn carriages, semi-trucks, etc.) during the wedding ceremony must be approved in advance by Park Management.
- Renter(s) are responsible for providing chairs and decorations for the site and having them set up.
- Rental of the Amphitheater and Beach Complex is only available Labor Day through Memorial Day.

Indoor Venue Locations

- The Alleghany Room is a non-smoking facilities. Smoking is not allowed anywhere in the buildings. There are cigarette urns located at the exterior doors for your smoking convenience.
- No candles or open flames will be permitted for ceremonies, functions or catered events inside the buildings.
- Decorations are permitted, but may not be attached to any painted or stained surface. Decorations may not damage the facility in any way. All decorations must be removed at the conclusion of the event. Renters will be responsible for damages or any additional cleaning required after the event.

- Paint, glue, glitter or confetti may not be used in any application while using park facilities. The use of these items will result in an additional clean-up charge.
- Public use or display of alcoholic beverages is prohibited in Virginia State Parks. However, organized distribution of alcoholic beverages is allowed if the appropriate ABC Banquet License is obtained. It is the responsibility of the renter to obtain the license through the Regional ABC office located in Roanoke, VA (540-562-3604) or online at: www.abc.virginia.gov. If a banquet license is not obtained alcoholic beverages may not be served. The license shall be posted at all times while the event is being held. Alcohol may not be taken outside. It is the responsibility of the group representative to monitor all alcohol consumption by group participants and the group representative will be held accountable for any liabilities associated with the serving of alcoholic beverages. Any violation of these rules will result in the cancellation of the event and loss of all payments. You may be subject to an extra fee to have a law enforcement officer on site.
- Do not remove any tables, chairs or other equipment from park facilities without prior approval from park staff. Furniture left outside – and subsequently damaged or warped – will be replaced and full value charged to the group representative.
- Report all defective items, utilities, and equipment to park staff immediately.
- With the exception of trained service animals, animals are not allowed inside facility structures.
- Any installation of tents, coverings, etc. must be approved in advance by park staff. Under no circumstances are nails, spikes or anchors to be installed into park facilities. Damages will be the responsibility of the group representative.
- Park management, at their discretion, may require the volume of music to be adjusted.
- Grills of any type are not permitted on the deck of the Alleghany Room or inside park facilities.
- There is no storage available at park facilities including food and beverage.
- Any hot items (chafing warmers) that may warp the park's tables are not allowed. Please place a cutting board or heat resistant pad on the table under the warmer.
- Ironing of table clothes, napkins, clothes, etc. is not allowed on the tables.
- Those who rent park facilities will be expected to maintain the facilities cleanliness. The park staff will only remove trash from the trash cans when necessary to do so during the event.
- At the conclusion of the event, an excessive cleaning fee of **\$200** will be charged to the renter of the facility in the event the facility is deemed to be excessively dirty or will require professional cleaning attention (Example: Steam cleaning of carpet).
- Renters need to provide their own linen, utensils, cookware, flatware, dishes and paper products.
- Some facilities are handicap accessible.

Reservation and Cancellation Policy

- Reservations must be made with Douthat State Park at 540-862-8100.
- Reservations must be paid in full the date the reservation is made. Please make check or money order payable to “The Treasurer of Virginia” and mail to:

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- 61 days and above** **50% non-refundable cancellation fee**
- 0 -60 days** **100% non-refundable cancellation fee**

This Terms of Agreement shall be deemed to be an acceptance and agreement by you, and on behalf of all other persons using this facility, to be bound by all terms and conditions listed above.

Please sign and date.

Signature: _____

Print Name: _____

Date: _____

Identifying Information

Organization _____

Contact Person _____ Title _____

Address _____

Day Time Phone _____ Night Time Phone _____

Cell Phone _____ Best Time to Call _____

Email Address _____

Describe Activity _____

Date(s) of Activity _____

Time Activity starts _____ Time Activity ends _____

Number of Persons _____

Space(s) Requested _____

Other Conditions:

Person Responsible for Supervision _____

For Park Use Only:

Signature: _____ Reservation #: _____

Date of Rental: _____

Paid By _____ Date _____ Employee Initials _____