

Questionnaire for Weddings

Names of Couple: _____

Time of Ceremony: _____

1. Will Alcohol be served? Including a champagne toast. **YES** **NO**

If yes, the following mandatory requirements apply:

- You must provide a copy of your Virginia ABC Banquet License (www.abc.virginia.gov)
- Entire Courtyard or Trail Center conference room must be rented
- A Uniformed Officer who has arresting authority in this jurisdiction must remain on duty while alcohol is served.

2. Will you have a caterer, rental equipment or will a Commercial Business provide service? **YES** **NO**

If yes, the following requirements apply:

Certificate of Insurance from each commercial business associated with the event

Tent tie backs and stakes must be clearly marked, an attendant from the party remains with equipment at all times (from set-up to break-down) to avoid tripping hazards, including volleyball nets

3. Will there be a display of an open flame? (circle all that apply) **YES** **NO**

Candles, grills, tiki torches

If yes, the following guidelines pertain to the event:

- Open flame is permissible if prevailing weather conditions do not pose a threat
- All open flames are to be located a safe distance from combustible materials including , but not limited too, dune grass, wooded areas, fabric or decorations, and structures.
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4. Will tables and chairs be rented through the park? **YES** **NO**

How many tables _____ Round _____ Rectangular _____

How many chairs _____

5. Will a tent(s) be rented through the park? **YES** **NO**

20' x 40' _____

40' x 40' _____

6. If your wedding is going to be on the Chesapeake Bay Beach please indicate whether you will access beach by Boardwalk or the area to the left called the H-Loop. **Boardwalk** ___ **H Loop** ___

7. Parking Fees apply to ALL vehicles parked on premises. This includes wedding rehearsals and members of the wedding party. Pre-paid passes can be purchased. This does not guarantee parking.

8. Pets are permitted as long as they are on a leash at all times.

9. The only thing that can thrown on the beach is bubbles. ALL other items are prohibited (rice, bird seed, flower petals etc.).

Additional Information: For Beach or Vista ceremonies, please advise your guests that your event will be held outdoors. Instruct them to wear weather appropriate clothing and footwear as well as where to go in case of inclement weather. Depending on time of year and day, temperatures can get extremely HOT. Dress for the weather and have cold water on hand.