



The Blue Ball Barn at Alapocas Run State Park

1914 West Park Drive Wilmington DE 19803

Phone (302) 577-1164 Fax (302) 577-1167

General Information

Booking a Date

- Once a signed reservation form is returned, an invoice will be created and issued. The non-refundable deposit is due within two weeks of the invoice being sent. If the deposit is not paid by the due date, the event date will be released. The balance of the rental fee must be paid in full 30 days before the event date.
- Payment in full is required for reservations booked less than 30 days prior to the event.
- Choose any day of the week and any time from 9 am until 11 pm; rates are the same throughout the week, month, and year.
- Our staff will assist you with scheduling your tour and event planning meeting. The meeting will take place at the venue 4-6 weeks before the event. We require the attendance of your caterer and tent vendor for this meeting; other vendors are welcome to attend. The floor plan, agenda, and vendor contact information will be finalized.

Catering Services

- You must complete the Third Party Service Provider Guidelines and submit the name of your caterer to park staff. Self-catering is not allowed.
- Alcohol may be provided by the client but must be served by an approved licensed bartender, who may be provided by your caterer.
- Caterers will rent linens, dishes, etc.
- Drop-off catering is not permitted; catering staff needs to be present for the duration of the event.

Additional Vendors

- Indoor tables and chairs are included in the event rental; outdoor tent(s), tables, and chairs must be rented from a vendor.
- Additional equipment must be supplied by the musician or D.J., including extension cords and surge protectors.
- The level of amplified music cannot interfere or conflict with the public enjoyment of the park. Outdoor live music must end at 10 pm.
- You are responsible for ensuring that all rules and regulations are followed by vendors in accordance with the Third Party Service Provider Guidelines.

Wedding Rehearsals

- Your 1-hour rehearsal is included.
- Access to the facility is limited to the event location and restrooms only. Designate an officiant or family member present to coordinate the event.

Photography

- Photography may be conducted only in the area(s) specifically rented for the event. To utilize other areas of the facility, prior permission is required from park leadership.
- Moving furnishings for the purpose of photography without the prior approval of park leadership is prohibited.
- Your event rental includes the required photography permit.

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 allowed.
- 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.
- We are a Delaware State Park facility dedicated to preserving the environment and committed to pursuing green practices. Please consider the use of eco-friendly plates, cups, and utensils.

Parking

- Parking fees are included. Parking assistance may be required for an additional fee, depending on event type and size. Appropriate parking lots and entrances must be used.

Miscellaneous

- Smoking is prohibited in the properties. Outside smoking areas are designated.
- Golf carts, sparklers, fire pits, and fireworks are not 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.

as decorations, alcohol, etc., may be stored on site for next-day pickup.

Event Set-up

- The venue is opened 2 hours before a 3- or 4-hour event and 3 hours before a 5-hour event. All vendors and your wedding party will have access to the venue at this time. Instruments and equipment may be delivered on the day of the event during set up time. All decoration of the facility must be done on the day of your event.
- Client drop offs are during the rehearsal or pre-event set up time. Portable restroom and tent delivery may occur the day before an event. The caterer may drop off supplies the day before the event and must give staff at least 24 hours' notice.
- Loading and unloading is limited to specific zones at each property. Drivers must check with the site staff for the appropriate location. Vehicles must be moved to the parking lot after delivery.
- Rental items, including equipment, linens, and dishware, must be removed or staged outside the ramp doors for next-day pickup. Other items, such

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.
- Your caterer and their staff must handle all food and beverage services during your event.
- Bar service and music must end 15-20 minutes before your event is scheduled to end.
- Caterer must gather trash and recycling 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, and any personal items that were brought in.

AREA	3 HOURS	4 HOURS	5 HOURS	CAPACITY
Exclusive use of the Barn: Entire Second Floor and Courtyard	-	\$2,850	\$3,650	250
Outdoor Courtyard	\$1,650	\$1,750	\$2,000	250
Hay Room, Second Floor	\$750	\$900	-	50
Hay and Straw Rooms, Entire Second Floor	\$1,250	\$1,525	\$2,000	125
Calving Room, First Floor	\$500	\$675	-	40
Outdoor Courtyard, Ceremony only	\$600	-	-	200

Catering and tent costs not included in rental rates; contact vendors for pricing information.



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SPECIAL EVENT RENTAL APPLICATION

Client Name: _____

Address: _____

Preferred Phone Number: _____ Email Address: _____

Additional Contact Name: _____

Address: _____

Preferred Phone Number: _____ Email Address: _____

Event Date: _____ Guest Count: _____ Start Time: _____ End Time: _____

Caterer: _____

Event Type:

- Wedding
 - Ceremony and Reception: Ceremony Start _____ Reception Start _____
 - Reception Only
 - Ceremony Only
 - Rehearsal (One Hour Included): Date _____ Start Time _____
- Party (Family, Birthday, Baby/Bridal Shower, Anniversary)
- Fundraiser
- Corporate Social Event
- Other (please specify) _____

Desired Area:

- Hay Room
- Hay and Straw Rooms
- Calving Room
- Entire Facility
- Courtyard (Includes Calving Room)

A/V Equipment Available for Rent (indoor rentals only):

- Laptop, LCD Projector and Screen (\$35)
- Podium and Microphone (\$25)
- Easel and Supplies (\$25)
- Stage (\$300)

DELAWARE STATE PARKS
SPECIAL EVENT POLICY

I, the undersigned, agree to the following conditions (initial each line):

Cancellation Policy

_____ I understand that my deposit of 50% 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 the Park Superintendent or authorized agent may terminate or change, with prior notice, the activity and/or its location, and assign Park Rangers to the Event, if necessary for the safety of the public, for the protection of the resources, or for the violation of any rules or regulations of the Division which you have notified Permittee or conditions of this Permit (subject to a period for Permittee to cure such violation). In addition, any event may be canceled with prior notice in the event of a natural disaster or unforeseen emergency. If Delaware State Parks cancels an event due to any of the above reasons, no refund or reschedule of the event is guaranteed. If there is an interruption to an event due to unforeseeable conditions, the event will be allowed to proceed past scheduled end time by the amount of time of interruption.

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 that 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 Alapocas Run State Park.

_____ I agreed that if the facility is left in unsatisfactory condition, the clean-up 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.

Applicant Signature: _____ Date: _____

Email completed form to Eileen.Flannery@delaware.gov