

# Indian River Marina

## DELAWARE SEASHORE STATE PARK

39415 INLET ROAD | REHOBOTH, DELAWARE 19971

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### Policies & Procedures

#### Making Your Reservation

Reservations may be made by calling the Indian River Life-Saving Station at (302)227-6991.

- A reservation packet will be sent upon request.
- Payment may be made by credit card (Mastercard or Visa) or check, payable to Indian River Marina
- Full payment of the rental fee is required for reservations booked fewer than 60 days prior to event.
- Refer to the rate schedule for individual fees.
- The park entrance fee is not charged for private events.
- A letter of intent must be submitted outlining the type of event that will be taking place, any decorations, chairs, tents, etc. along with the appropriate forms and fees in order to confirm date.

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

Indian River Life-Saving Station

Attn: Event Coordinator

25039 Coastal Highway

Rehoboth Beach, DE 19971

302-227-6991

*To reserve a date, a non-refundable deposit of 50% of the total rental fee, along with the appropriate signed forms, must be returned to the Indian River Life-Saving Station.*

#### Event Coordinator

- Our Special Events Coordinator will assist you in booking and facilitating your formal event. The Special Events Coordinator will be your point of contact for any questions you may have concerning policies and guidelines.

- An event agenda will be sent to you via email approximately a month before your event to go over last minute details.
- If you require a “day of coordinator” a list of local vendors will be provided to you upon request. A day of coordinator is not required but highly recommended.

### **Tables, Chairs and Décor**

If you require outdoor tables and chairs, they are available to rent from one of our approved vendors.

- Delivery and set-up of tent, tables and chairs are permitted the day before event. Vendors providing chairs, tables, trellis, arbor, etc. must be in contact with the event coordinator prior to the event.

### **Additional Information**

- All areas of the Marina are open to the public
- Please be aware that the Indian River Marina is a public place with heavy use during the summer months. The Marina can reach capacity and entrance cannot be guaranteed. Shuttles are strongly suggested.
- Loading and unloading arrangements may be made through the Event Coordinator. Appropriate parking lots and entrances must be used.
- For all deliveries, drivers must check with the site staff for appropriate location. Vehicles must be moved to the parking lot once delivery is made.
- 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. Security required at the discretion of Park Enforcement and/or Park Superintendent.

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.

**If you have any additional questions or concerns, please give us a call at (302) 227-6991**

A Delaware State Parks Special Events Venue