

Special Event Planning at the **INDIAN RIVER LIFE-SAVING STATION**
Delaware Seashore State Park

25039 COASTAL HIGHWAY ♦ REHOBOTH BEACH, DE ♦ 19971 ♦ 302.227.6991 ♦ 302.227-6438 FAX

Facility Rental Guidelines

Delaware State Parks is pleased to invite you to make reservations for weddings, receptions and private parties at Delaware Seashore State Park's Indian River Life-Saving Station. The grounds are a perfect setting for tented outdoor functions.

History of the Site

The Indian River Life-Saving Station was built in 1876 for the United States Life-Saving Service. This government organization (later to become the U.S. Coast Guard) was created in response to the alarming number of shipwrecks along the Eastern seaboard. Each Life-Saving Station was usually staffed by local watermen during the stormy months of September through April. The Indian River Life-Saving Station was listed on the National Register of Historic Places in 1976, restored to its 1905 appearance in the late-1990's, and is currently operated by Delaware State Parks as a museum and historic site. It is one of the few such stations left standing in its original location and open to the public to learn about this part of our maritime heritage.

Accommodations

- Expansive grounds with space to accommodate up to a 40' by 100' tent
- Open sided pole shed
- Private pedestrian crossing to the beach
- Museum
- Gift Shop
- Indoor restrooms
- Parking
- Private room for wedding party
- On-site attendant
- Beach wheelchair available
- Park Ranger and/or Historical Interpreters available for an additional fee

The guidelines on the following pages have been designed to assure that you have a successful event and that the Park, the historic property and contents of the Life-Saving Station are protected. For further information or clarification, please contact our staff at the site.

Making a Reservation

A reservation packet will be sent to the client upon request. The appropriate forms and signatures, along with a deposit of 50% of the total rental fee must be returned to Indian River Life-Saving Station to confirm the date. (Current fees are listed in the Formal Reservation Agreement.) The balance of the rental fee must be paid in full within 60 days of reserving the date. For reservations accepted within 60 days prior to the event, full payment of the rental fee is required. Reservations are based on a 5 hour event, and may be made by calling the Indian River Life-Saving Station at (302) 227-6991.

Availability of Dates

There are only a limited number of dates available each year to hold private events at the Indian River Life-Saving Station. Operated by Delaware State Parks primarily as a public museum and historic site, the focus of the site remains on the interpretive programming that tells the story of this unique structure and service, and the mission, equipment, and men associated with it. We're happy to be able to offer this setting to interested parties for their own special events but please understand we must limit the number of events that preclude public access. We typically set aside the next years dates of availability about 1 year ahead of next rental season. Since we do not have indoor facilities to rent our rental season is dictated by weather – usually May through October.

Maximum Occupancy

The maximum allowable number of individuals (excluding caterers, vendors, contractors and facility personnel) who may be present at an event is 250.

Cancellations and Refunds

The deposit of 50% of the full fee is non-refundable upon cancellation of an event. If full payment has been made and the event is cancelled more than 30 days prior to the event date, a refund of the remaining balance may be made through the Division of Parks and Recreation via a written request. No refund is available for events cancelled 30 days or fewer from the date of the event.

Liabilities / Property Damage

By renting any of the grounds or facilities, the client agrees to and shall indemnify and save harmless the State of Delaware and the Division of Parks and Recreation from any and all claims, damages, losses, litigation, and expenses arising out of any injury including death, or damage to client's property resulting from an act, omission, or neglect of the client or any of his/her guests or contractors.

Banquet Service

Our certified caterers' list is provided for menu selection and, in some instances, wedding planning. Only those caterers who have been certified by the Delaware State Parks may be used. Catering arrangements are the responsibility of the user. Self catering is not permitted.

Tents and Rental Equipment

Tents are permitted on the grounds at the Life-Saving Station. A certified list of approved rental companies is provided for tenting and all other function furnishings such as tables, chairs and bars. In connection with an event, no tent other than a caterer's or tent vendor's may be used. Tents may not exceed 40' by 100' and are permitted only in designated areas. Additional smaller tents may be permitted depending on space available. Tents must be removed by 10:00 a.m. the day following the scheduled event unless approved by a representative of Delaware Seashore State Park.

Set-Up/Breakdown of Chairs, Tables, Equipment, etc.

No renter or guest of the property shall be permitted to set-up or breakdown tables or chairs on the property during any scheduled event. All events will be scheduled for a maximum of 5 hours and will begin no earlier than 5:00 pm on the scheduled day and conclude no later than 10:00 pm. Set-up can begin no earlier than noon on day of the event and breakdown must be completed within 1 hour after the conclusion of the function. **The property will be closed at 11:00 pm - there is no exception for this rule.**

Timeline for a typical event – i.e., a Saturday wedding:

Friday:

afternoon - delivery and set-up of tent, tables, and chairs

Saturday:

Noon – caterer and florist allowed on-site to finish site preparation

3 p.m. – close museum to public, wedding party allowed on-site to prepare, musicians allowed on-site to set up, chairs can be set on beach

4 – 4:30 p.m. – guests arrive

5 p.m. – ceremony held on beach

5:30 p.m. – reception begins

10 p.m. – reception over, guests and wedding party exit with their belongings, caterers remain to clean-up

11 p.m. – clean-up and packing of caterers equipment complete, IRLSS staff shut down and secure site

Sunday:

Before 10 a.m., tent vendor/rental company removes tent and any other rental equipment.

Ceremonies on the Beach

A private pedestrian crossing leading from the property is used to access the beach (designated as a 24 hour surf-fishing beach) for ceremonies. Chairs and minimal decorations may be set up for a ceremony during the allotted set-up time (after 3 p.m. on day of event) and must be removed immediately after the ceremony. **Vehicular access to the beach for wedding set-up purposes is limited solely to chair rental vendors during delivery, set-up and breakdown of the chairs. Under no circumstances may a renter, guest, or other vendor (including musicians and florists) transport people, items, or equipment onto the beach by vehicle.**

Advertisements, Press, News Releases and Ticket Sales

Any printed advertising in any newspaper, brochure, website, etc. for an event held at the Indian River Life-Saving Station shall have prior approval by a Park representative and shall include the correct name and location for the site:

Indian River Life-Saving Station Museum
Delaware Seashore State Park
25039 Coastal Highway
Rehoboth Beach, DE 19971

Please send advertisements to Martina.Adams@state.de.us or to the above address for approval prior to distribution. Ticket sales at the door will not be permitted.

Photography

Within the rented facility, photography may be conducted only in areas specifically rented for the event. No person may move any furnishings or exhibits at the Life-Saving Station for the purpose of photography. Photography shall be allowed on the beach, in the Life-Saving Station and on the grounds at all times when the park is open to the public provided that the photography shall not interfere with the public enjoyment of the park or special interpretative programs. Access to the dunes by members of the rental party, contractors, vendors, photographers, or guests is prohibited.

Decorations and Special Effects

This property and the surrounding environment located within Delaware Seashore State Park are subject to all Delaware State Parks Rules and Regulations. To protect the natural surroundings including our native vegetation and wildlife the following items are prohibited:

Flower petals or flower parts used for decoration or in a ceremony
Birdseed, rice or any other uncooked grain product used as part of a ceremony
Balloons and Mylar decorations, including water balloons
Piñatas or other scattering decorations
Sparklers, fireworks and open fires
Release of animals (including birds and butterflies)
Beverage straws, cocktail straws

Miscellaneous:

- The private room for the wedding party will not be available until 3 p.m. on the day of the event. This room is open to the public until 3 p.m. on the day of your event and therefore, cannot be used to store wedding related items.
- Alcoholic beverages are permitted at the event – all state laws and Delaware Division of Parks & Recreation rules and regulations apply. Alcoholic beverages are only allowed on property during the said event and may not be stored on site prior to the event or remain on property after the event.
- Use of broadcast insecticides (“foggers” or “bug bombs”) is prohibited.
- The Museum will be locked at 3 p.m. unless previous arrangements are made to staff it with a Park Historical Interpreter available for an additional charge of \$25.00 per hour. No food or beverages are allowed in the Museum at any time.
- Should a security presence be required for an event, Delaware Seashore State Park will provide this service for an additional charge. Please call well ahead to make such arrangements.
- The Gift Shop will be open to the public until 4:30 p.m. After 4:30, the gift shop remains open and staffed for your guests only.
- Restrooms are available in the Gift Shop. Additional outdoor restroom facilities are recommended for events with more than 150 guests.
- Tables, chairs or other personal property of the user are not permitted to be set-up in the Museum itself or the Administrative building and Gift Shop.
- The Governor’s Executive Order 71 prohibits smoking inside State facilities. Smoking outdoors is permitted.
- No fee is charged for parking at the Indian River Life-Saving Station while attending an event held there. Parking at our site is limited and we encourage the use of car or van pooling. Even more site-friendly and safe, local limousine and shuttle services are also available - please inquire for a listing.
- If available, picnic tables on the property may be used during the event with permission of the IRLSS management. Client is responsible for the placement of the tables prior to event and must have tables returned to their original location before vacating premises.
- Please see the Formal Reservation Agreement for more information.