

The Grove

HOLTS LANDING STATE PARK

ROAD 346, HOLTS LANDING ROAD | MILLVILLE, DELAWARE 19967

Policies and 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 Delaware Seashore State Park
- 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.
- Display of temporary signage or directional signage to direct guests to the ceremony/reception location is not permitted within the state park.
- 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

1 p.m. – wedding party allowed on-site to prepare, musicians allowed on-site to set up

4 – 4:30 p.m. – guests arrive

5 p.m. – ceremony

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, staff shut down and secure site

Sunday:

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

Additional Information

- 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.
- Use of pavilion is included in reservation. State Parks cannot cancel any pavilion reservations made prior to the booking of your event.
- Reservation does not grant exclusive use of fishing pier. Ceremonies are not permitted on pier.
- Use of broadcast insecticides (“foggers” or “bug bombs”) is prohibited.
- Open flames are not permitted within state parks excluding fire pit structure on site.
- Holts Landing is open to the public 24 hours.

Photo Release

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