



The Blue Ball Barn at Alapocas Run State Park

1914 West Park Drive Wilmington DE 19803
Phone (302) 577-1164 Fax (302) 577-1167

BUSINESS RENTAL APPLICATION

Company/Group Name: _____

Contact Name: _____

Address: _____

Preferred Phone Number: _____ Email Address: _____

Type of Event: _____

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

Caterer: _____ Food Service Desired: Breakfast ___ Snack ___ Lunch ___ Dinner ___

Business Rates – includes room setup; multi-day rentals at 20% per day discount

AREA	HALF DAY	FULL DAY	CAPACITY
Hay Room, Second Floor	\$350	\$600	50
Hay and Straw Rooms, Entire Second Floor	\$650	\$900	100
Calving Room, First Floor	\$300	\$475	40

Desired Area:

- Hay Room
- Hay and Straw Rooms
- Calving Room

A/V Equipment Available for Rent (mark any required):

- LCD Projector and Screen (\$150)
- Screen Only (\$20)
- Wireless Microphone (\$40)
- Lavalier Wireless Microphone (\$75)
- White Board with Markers (\$35)
- Podium (\$50)
- Easel(s) with Paper (\$35)
- Stage (\$300)

Permit Conditions

- Completed reservation forms along with a non-refundable 50% deposit are required to reserve a date for your event. An invoice will be issued to you with the deposit due after paperwork is submitted; please allow a week for processing.
- The remaining balance, including any additional audio-visual equipment utilized the day of the event, will be due the day following the event.
- Caterers have been approved to serve your needs at this historic location based on their professionalism and variety at an exceptional value. Vendors not featured on our list are not approved to serve you in our venue. Self-catering is not permitted.
- Caterers are to set up and break down within your time block. Additional time may be requested for a fee and must be approved by park leadership.
- A/V Equipment is available for rent at Blue Ball Barn. Indicate what your needs are on the checklist and the appropriate rental fees will be added to your invoice.
- All facilities are available for business meetings seven days a week from 8:30 am until 3:30 pm.
- Access to the facility is limited to the specific time reserved. This includes all set-up and breakdown times.
- There will be no access to the building prior to 8 am. If set up time is needed, please plan your start time accordingly.
- Outdoor smoking areas are designated.
- No parking fee or park entrance fee is charged for special events held at the facilities.
- Park staff will be present in the building for the duration of your event.

Paper Product Policy

We are a Delaware State Park facility dedicated to preserving the environment, and as such are committed to pursuing green practices. The use of china place settings is in keeping with these practices and is requested at our facilities. We also understand that this is not always financially feasible for less formal celebrations or meetings. To accommodate these events, we will consider the use of eco-friendly plates, cups and utensils.

Cancellation Policy

I, the undersigned, understand that if I cancel a reservation less than 48 hours prior to a meeting, I will be charged the remaining balance of my rental fee for the room(s) I have reserved. I understand that for the safety of the Client and guests, the Park reserves the right to cancel or postpone any event due to wind, fire, lightning, flooding, or any other weather-related event(s), electric or other utility problems, or behavior not allowed by Delaware State Parks at any time before or during the event, with no prior notice. 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. If Delaware State Parks cancels an event due to any of the above reasons, no refund or reschedule of the event is guaranteed.

Terms and Conditions

As a renter of this facility, I fully understand that 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.

The below-mentioned organization expressly agrees 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 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 carelessness of employees of the below mentioned organization while in preparation, during or disassemble of the event.

In the event there is damage to the equipment or facility, I agree to make full restitution for repair and/or replacement.

If the facility is left in unsatisfactory condition, I agree to pay for cleanup services at the rate of \$100.00 per hour. I have reviewed and agree to abide by the Cancellation Policy and the Damage Assessment and Liability Policy, as established by the Delaware Division of Parks and Recreation for the usage of Facilities at Delaware State Parks.

I have read, understand, and agree to abide by the Rules and Regulations set forth in this document.

Applicant Signature: _____ Date: _____

Email completed form to Jackie.Kook@delaware.gov