



## Fort Monroe Gazebo at Continental Park – Wedding Ceremony Application

Application must be received at least 60 days prior to the requested date (at the discretion of the FMA). Complete application below and submit by mail, fax, or email to the contact listed below. Reservations are not confirmed until payment has been received in accordance with the Terms of Use.

Department of Public Programs  
 Fort Monroe Authority  
 151 Bernard Road  
 Fort Monroe, Virginia 23651

Phone: 757-251-2752  
 Fax: (757) 637-7776  
 Email: [fmevents@fmauthority.com](mailto:fmevents@fmauthority.com)

Wedding Party Name:		Application Date:			
Name of Applicant First:		Last:		MI:	
Address:					
City/County:		State:		ZIP Code:	
Phone 1:		Phone 2:		Email:	
Event Date:		Time Slot	Ceremony Time	Start	End
Description of Event:				Estimated # of Guests:	
Chair/Table Rental Company:		Point of Contact:		Phone:	
Entertainment Requested:		Point of Contact:		Phone:	
Special Requests:					

**FORT MONROE GAZEBO OPERATING HOURS:**

Sunrise to Sunset

*Please note: Weddings are held seasonally from mid-April to mid-October with the option of two time slots:*

**Monday – Sunday 9:00 am to 1:00 pm or 2:00 pm to 6:00 pm**

**WEDDING CEREMONY FEE:**

\$600 for four (4) hours + \$100 refundable security deposit

**TERMS OF USE**

**DEPOSIT/FEEs:** A \$150 deposit is due no later than 5 business days after the application is approved. Deposit includes a refundable security deposit of \$100.00 plus a \$50 payment toward the balance. The reservation will be confirmed upon receipt of payment. The remaining \$550 balance must be paid in full 60 days in advance of the event date. Only checks or money orders made payable to **the Fort Monroe Authority** are accepted.

**CANCELLATION:** Applicant may cancel this event up to 60 days prior to the events without charge. Cancellation thereafter will result in loss of 50% of the total rental fee. Cancellation within 72 hours of the event will result in loss of the total rental fee

**REFUND OF SECURITY DEPOSIT:** The security deposit will be returned within 30 days following the event providing post event clean up has been completed in accordance with the Post-Event Checklist and there has been no loss or damage to the premises. Clean up includes:

- **Trash removed from Gazebo and the grounds around the Gazebo by the end of the reservation time slot.**
- **Decorations removed from the Gazebo and the grounds around the Gazebo by the end of the reservation time slot.**
- **Chairs and other equipment not provided by the FMA removed from the Gazebo and around the Gazebo by the end of the reservation time slot.**

**BACK UP LOCATIONS/INCLEMENT WEATHER CANCELLATIONS:** There is no backup inclement weather location at Fort Monroe. It is the responsibility of the client(s) to secure a backup inclement weather location (if any). Last-minute cancellations of Gazebo rental due to inclement weather will be charged a \$50 processing fee. In the event that the Gazebo is decorated and decorations are not cleaned up due to weather the \$50 processing fee plus the \$100 security cleanup deposit will be deducted from the refund. It is recommended that you research and purchase event insurance coverage in case of inclement weather, illness, or cancellation to recoup any losses.

**UNFORESEEN EVENTS:** The client cannot hold the FMA responsible for failure to provide the basic facilities and services due to emergencies, catastrophes or interruptions of public utilities. If a force majeure were to occur preventing the event from taking place as scheduled, the FMA will allow for the event to be rescheduled pending availability with no penalty. It is recommended that you research and purchase event insurance coverage in case of inclement weather, illness, or cancellation to recoup any losses.

The deposit will be forfeited for any loss or damage to premises or in the event the post-event clean up is not completed in accordance with Post-Event Checklist. Further, applicant is financially liable for any loss or damages in excess of the security deposit.

**CATERING:** Food and/or beverages are not permitted in the Gazebo.

**DECORATIONS:** Decorating is the applicant's responsibility. Staples, nails, or glue are not allowed to affix decorations. Rice, birdseed, balloons, and/or open flames are not allowed. Bubbles may be used in lieu of the above. Furthermore, it is the applicant's responsibility to remove all decorations in and around the Gazebo after the event in accordance with the Post-Event Checklist, and failure to do so may result in forfeiture of the security deposit.

**CHAIR/TABLE RENTAL:** The FMA can provide up to 100 chairs for wedding ceremonies at the client's request. Any additional chair and table rentals shall be through an outside company. Notifications shall be submitted to Fort Monroe Authority ("FMA") management no later than 30 days prior to the event including the name of the company, point of contact, and telephone number. Removal of all rented furniture by the end of the reservation time slot is the applicant's responsibility in accordance with the Post-Event Checklist, and failure to do so may result in the forfeiture of the security deposit.

**ENTERTAINMENT:** Providing entertainment during the event is the applicant's responsibility. Requests for use of live entertainment are permitted with prior written approval of FMA management. Requests must be submitted to FMA management no later than 60 days prior to the event including the name, point of contact, and telephone number. The FMA will approve entertainment no later than 30 days after receiving the application.

**USE OF ALCOHOL:** The sale, consumption, or serving of alcoholic beverages is not permitted.

**THE FOLLOWING IS STRICTLY PROHIBITED:** Use of facilities by persons or groups practicing discrimination, gambling on premises, driving on the grass, and parking in reserved parking areas/spaces. The Chamberlin is a private resident facility parking in any Chamberlin reserved parking spaces, use of the facility's restrooms and taking pictures on the Chamberlin's property is strictly prohibited if you are not having a reception there. **DIGGING IS STRICTLY PROHIBITED AT FORT MONROE.**

The applicant hereby acknowledges that he/she has received, read, and fully understands the Terms of Use governing these premises and agrees to abide by them.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Reservation confirmed by:	Date:	Chair/Table Rental Approved:	Entertainment Approved:
Total cost confirmed By:	Amount:	Pre-event check By:	
Deposit Paid Date:	Amount:	Post-event check By:	
Balance Paid Date:	Amount:	Security Deposit Returned Date:	Amount Withheld:
Notes:			



## **Standard Operating Procedures**

### **Gazebo at Continental Park**

**Fort Monroe, Virginia**

September 13, 2013

#### **Purpose**

To provide policies, procedures and guidance to clients utilizing the Fort Monroe Gazebo at Continental Park for events including: weddings, wedding rehearsals, wedding photography, and other special events.

#### **Scope**

This SOP is applicable to all clients renting the Gazebo as described above.

#### **Appearance of the Gazebo**

The Fort Monroe Authority FMA will provide a clean site that must be returned in the same condition in which it was found. Clients who rent the Gazebo are liable for any damages to the rented site.

#### **Reservations**

Applications for Gazebo rental must normally be received at least 60 days prior to the requested date. The FMA may accept applications closer to the event date at its sole discretion. Inquiries for availability of date may be made by calling the Department of Public Programs at 757-251-2752. Rental and deposit fees must be paid in order to confirm reservation of the Gazebo. Hours of operation for the Public Programs Department are Monday through Friday 8:30-5:00pm. At the time of reservation the client must sign the application and standard operating procedures.

#### **Fees**

The Gazebo rental fee for weddings is \$600.00. This includes reservation of the gazebo for four (4) hours during a designated time slot (as requested and approved on the application). A \$150 deposit is due no later than 5 business days after the application is approved. Deposit includes a refundable security deposit of \$100.00 plus \$50 of the gazebo fee. Reservation will be confirmed upon receipt of payment. Checks or money orders made payable to the Fort Monroe Authority are accepted. A \$550 balance is due in full 60 days in advance of the event date. Payments may be sent to Fort Monroe Authority Department of Public Programs, 151 Bernard Rd, Fort Monroe, Virginia 23651. Make Checks payable to **Fort Monroe Authority**.

#### **Schedule**

The Gazebo is available for rent Monday through Sunday from Sunrise to Sunset. Wedding ceremonies will be held seasonally from mid-April to mid-October. Clients will have the option of choosing one (1) of two (2) time slots as listed below:

Morning Wedding: Between 9:00am to 1:00pm.

Afternoon Wedding: Between 2:00pm to 6:00pm.

Wedding rentals of the Gazebo require a minimum rental of four (4) hours as shown above. Additional time may be allowed pending availability. Clients who require the Gazebo for longer than four (4) hours will be charged an additional \$200.00 per hour.

### **Equipment Rentals**

The FMA can provide up to 100 chairs for wedding ceremonies at the client's request. Any additional chair and table rentals shall be through an outside company. Notifications shall be submitted to Fort Monroe Authority ("FMA") management no later than 30 days prior to the event including the name of the company, point of contact, and telephone number. Removal of all rented furniture by the end of the reservation time slot is the applicant's responsibility in accordance with the Post-Event Checklist, and failure to do so may result in the forfeiture of the security deposit.

### **Public Access**

Continental Park and Fort Monroe are open to the public on a daily basis. It is important that Gazebo renters understand that public access will be maintained during all times at Fort Monroe and Continental Park. Reservations guarantee the client privileged access to the Gazebo during the event time slot.

### **Smoking**

Smoking is not permitted on or around the Gazebo. Smoking must take place in designated areas and be properly disposed of in the receptacles provided.

### **Animal Releases**

The release of doves, butterflies, or any animal is strictly prohibited at Continental Park.

### **Parking**

There is a parking lot located at Outlook Beach. There is also limited parking available on the streets around the park. Parking for events at Continental Park is permitted anywhere there is not a reserved parking sign. Parking at the Chamberlin is strictly prohibited if you are not having your reception there.

### **Back up locations**

There is no backup inclement weather location at Fort Monroe. It is the responsibility of the client(s) to secure a backup inclement weather location (if any). Last-minute cancellations of Gazebo rental due to inclement weather will be charged a \$50 processing fee. In the event that the Gazebo is decorated and decorations are not cleaned up due to weather the \$50 processing fee plus the \$100 security cleanup deposit will be deducted from the refund. It is recommended that you research and purchase event insurance coverage in case of inclement weather, illness, or cancellation to recoup any losses.

### **Unforeseen Events**

The client cannot hold the FMA responsible for failure to provide the basic facilities and services due to emergencies, catastrophes or interruptions of public utilities. If a force majeure were to occur preventing the event from taking place as scheduled, the FMA will allow for the event to be rescheduled pending availability with no penalty. It is recommended that you research and purchase event insurance coverage in case of inclement weather, illness, or cancellation to recoup any losses.

### **Regulations**

- The use of tables, canopies, and the like are prohibited on the lawn surrounding the Gazebo.
- Staples, nails, and glue may not be used for decorating purposes.
- Driving on the grass is not allowed.

- Rice, birdseed and balloons may not be used at the Gazebo during or after weddings. Bubbles may be used in lieu of the above. Any flower petals must be cleaned up after the ceremony.
- Parking is limited to unreserved parking areas.
- Digging is strictly permitted
- The Chamberlin is a private resident facility. Unless you have reserved space there for your wedding, parking in any Chamberlin reserved parking spaces, use of the facility's restrooms and taking pictures on the Chamberlin's property is strictly prohibited. Digging at Continental Park is strictly prohibited.

**Cancellations**

Applicant may cancel this event up to 60 days prior to the events without charge. Cancellation thereafter will result in loss of 50% of the total rental fee. Cancellation within 72 hours of the event will result in loss of the total rental fee.

**Refunds**

The security deposit will be returned within 30 days following the event providing post event clean up has been completed in accordance with the Post-Event Checklist and there has been no loss or damage to the premises. Clean up includes:

- Trash removed from Gazebo and the grounds around the Gazebo by the end of the reservation time slot.
- Decorations removed from the Gazebo and the grounds around the Gazebo by the end of the reservation time slot.
- Chairs and other equipment removed from the Gazebo and around the Gazebo by the end of the reservation time slot.

The deposit will be forfeited for any loss or damage to premises or in the event the post-event clean up has not been completed in accordance with Post-Event Checklist. Further, applicant will be financially liable for any loss or damages in excess of the security deposit.

**General**

The Gazebo is located on Fenwick Road, Fort Monroe overlooking the Chesapeake Bay. A minimum of four (4) hours is required to reserve the Gazebo for wedding ceremonies. All activities (decorating, ceremony, photography) must be accomplished within the reserved time frame.

I, \_\_\_\_\_ understand and agree to follow the FMA standard operating procedures for renting the Gazebo at Continental Park.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ - \_\_\_\_\_