

Event Rental Information For Wilderness Road State Park



Wilderness Road State Park 8051
Wilderness Road
Ewing, VA 24248
Office: (276) 445 - 3065
Fax: (276)445 - 3066
Email: wildernessroad@dcr.virginia.gov

Office Hours of Operation: 8 a.m. – 4:30 p.m.

www.virginiastateparks.gov
www.friendsofwildernessroad.info
www.martinsstation.com

FACILITY RENTAL PROCEDURES

The Karlan Mansion, Visitor Center Theater, Amphitheater, and Surber Cabin are available for rent. Park office hours are Monday - Friday from 8:00 a.m. – 4:30 p.m. Appointments must be scheduled to view the facilities for potential rental.

RESERVATION PROCEDURES

After initial contact, a tentative reservation will be made and the requested date will be held for **no more than 15 days**. During this time, the Park will forward you a rental packet with a special use permit application and a list of rental guidelines. Following a required visit to view the facilities, a down payment is required to continue to hold the requested date. **The remaining balance will be due (30) thirty days after the initial down payment.** If full payment is not received within (30) days, you will be refunded your deposit and the date will be forfeited. Please complete and sign the Special Use Permit Application and return the form. Also, a secondary person (designated by the renter) to assist with clean-up, etc., will be required to tour the facility with the renter, sign forms, and check in at the visitor's center with the renter on the date of the event. Make checks payable to the **Treasurer of Virginia** and send along with the completed special use permit application to:

**Wilderness Road State Park
Attention: Facility Rentals
8051 Wilderness Road
Ewing, VA 24248-888
Fax: 276-445-3066**

CANCELLATIONS

If the event is cancelled at least (30) thirty days prior to the scheduled date, a (10%) ten percent cancellation fee will be applied. A (50%) fifty percent refund will be given if cancellation is made (15-29) fifteen to twenty-nine days prior to scheduled date. No refund will be given if cancellation is made less than (15) fifteen days prior to scheduled event.

FACILITY RENTAL FEES

Visitor Center Theatre: \$50 + Tax for a two-hour block (8 a.m. and 4 p.m.)
Amphitheater: \$90 + Tax (8 a.m. to Dusk)
Surber Cabin (historic theme): \$90 + Tax (8 a.m. to Dusk)
Karlan Mansion Packages: 8 a.m. to 10 p.m. *\$150 (+ 7.95) tax deposit required with all packages.*

PACKAGE #1	PACKAGE #2	PACKAGE #3	PACKAGE #4
1-Day Rental Includes <i>only</i> the interior of the Karlan Mansion.	1-Day Rental Includes tables, chairs and linens for 50 people (8 round, 3 rectangle, 11 linens and 50 chairs). Also includes a two-hour block of time the day before (if available). Includes a 20X40 tent.	2-Day Rental Includes tables, chairs and linens for 75 people (10 round, 5 rectangle, 15 linens and 75 chairs). Includes a 20x40 tent.	2-Day Rental Includes tables, chairs and linens for 100 people (10 round, 12 rectangle, 20 linens and 100 chairs). Includes a 20x40 tent.
\$425 + Tax	\$700 + tax	\$1075 + tax	\$1,325 + tax

ALA CARTE

Two-Hour rehearsal block for previous day (if available) <i>(Must be scheduled at least one week in advance)</i>	\$50 <i>(Can be added to package 1)</i>
8 a.m. - 8 p.m. Additional Day <i>(Must be scheduled at least one week in advance)</i>	\$150 <i>(Can be added to package 3 or 4)</i>
12 x 12 Dance Floor <i>(Must be scheduled at least one week in advance)</i>	\$125 <i>(Can be added to any package)</i>
20 x 40 Tent	\$350 <i>(Can be added to package 1)</i>
4 Hour Solarium Rental	\$250 <i>(Can not be added to packages)</i>

OCCUPANCY LIMITS:

Limits will be determined by which areas the group wishes to use. Occupancy limits shall be adhered to by all groups using the facility.

Mansion: Maximum Occupancy *(inside)* – 75

Visitor Center Theatre: Maximum Occupancy – 55

Amphitheatre: Maximum Occupancy *(provided seating)* – 100

Surber Cabin: *(Grounds only - no inside occupancy)*

EVENT SETUP/ COMPLETION AND CLEAN UP:

Events and the clean up must be completed by the end of your rental period. It is the responsibility of the renter to put tents and dance floors from a rental company in place one day before the event and taken down no later than one business day. Allow enough time for clean up after the event. If a function exceeds the scheduled time, an additional fee will be charged. ***Day one (1) rental period of a two-day rental ends at 8:00 p.m. Karlan Mansion rental fee includes the \$25 special use permit application fee.***

**Any tent larger than 20 x 40 requires an occupancy permit under Virginia Law. Please let staff know if you are renting a tent over 20 x 40 and allow 30 days for the park to apply for and receive the necessary occupancy permit.*

RENTAL GUIDELINES

- 1. Smoking is not permitted in any state facility by state law. Persons wishing to smoke must do so outside and dispose of their smoking materials in designated containers. Tiki torches and fireworks of any kind, including sparklers, are prohibited on park property. No fires are allowed in any of the Mansion fireplaces. Candles are allowed for decorations and ceremonial use outside the Mansion, but may not be lit inside the Mansion.
- 2. Decorations must be free standing. No decorations, signs, etc. are to be nailed, stapled, or taped to the exterior or interior structures of the Mansion, Amphitheatre, Theatre and Surber Cabin including shrubbery or trees contained in the grounds area. Rental parties and/or their guests will not deface, alter, remove or destroy any flower, tree, shrub, plant, or rock during their rental function. All decorations are to be attached with wrapped floral wire and pipe cleaners. Rice, confetti, glitter, etc. **may not** be used on the grounds or in the mansion. Bird seed or real flower petals may be used on the grounds, but not in the mansion. If stakes are used to support a structure, they must not be within a ten (10) foot radius of any trees, shrubs, waterlines or power lines, as designated by staff members.
- 3. Visitors are allowed upstairs in the mansion to use the bathrooms and bride room only.
- 4. No picnic tables, trash containers, or other equipment will be moved from its current position unless approved through special use permit prior to the function. With the exception of folding tables, folding chairs and rental furniture, no furniture shall be moved from inside the mansion to the outside. No personal belongings shall be left in the mansion beyond the rental period. Items rented from a professional rental company may be left but must be retrieved on the next business day.
- 5. Electrical outlets are available for outside use on the grounds. Usage requires that the rental party provide their own extension cords
- 6. Music and entertainment noise levels must remain at an acceptable level as not to disturb private residences near the park. **Music must end by 10:00pm**, unless approved by special use permit prior to the function. Park management reserves the right to have music levels adjusted to an acceptable level.
- 7. **No** pets are allowed inside the mansion with the exception of service animals. Pets are allowed on the grounds, but must be on a physical 6-foot leash and under control at all times. Pet owners must clean-up after their pets under state law.
- 8. Parking fees **are not** required with rental of the Karlan Mansion. Guests and visitors utilizing this facility must identify as such at the park contact station or they will be charged a parking fee. Refunds will not be given to visitors who fail to identify themselves upon entry. The parking fee for commercial providers (caterers, bands, etc.) is \$10 per vehicle. The park has a designated parking area located on the east side of the Karlan Mansion, off Baileytown Road. No vehicles are permitted inside the white fenced area, designating the Karlan Mansion grounds, unless pre-approved by Special Use Permit. Caterers and Vendors may use provided wheeled carts to shuttle items from parking area to mansion. Parking fees **are** required for the rental of the Visitor Center

Theatre, amphitheatre and Surber Cabin. Parking for the Theatre, Amphitheater and Surber Cabin is designated by park staff.

- ☐ 9. Those who rent the facility will be expected to maintain the facility cleanliness. Please ask for staff assistance when moving tables, chairs and furniture on finished floors. The park staff will only remove trash when necessary during the event. At the conclusion of the event, an excessive cleaning fee of \$150 will be charged to the responsible renter of the facility, in the event that the facility is deemed to be excessively dirty or will require professional cleaning attention (Example: steam cleaning of carpet). Additional excessive cleaning fees could be assessed if damage occurs.
- ☐ 10. No one is allowed to adjust the thermostats located in the mansion. If a temperature adjustment is desired, please contact park personnel and they will adjust the temperature.
- ☐ 11. All live plants must be in a pot or vase with a drip pan underneath.
- ☐ 12. If function goes beyond permitted end time an additional \$150.00 + Tax will be charged for each hour. At the end of the rental period, activities must cease and all items must be cleared from facility.
- ☐ 13. Wedding parties should make sure the minister performing the ceremony is licensed in the Commonwealth of Virginia. Marriage licenses should be obtained in the county in which the ceremony is taking place.

Alcohol/Catering Requirements and Procedures

- ☐ 14. Alcoholic beverages may be served in designated areas (not sold at the function). A banquet permit, which must be obtained by the renter (professional caterer's serving license will not suffice) is required from the Virginia ABC Board, and a copy must be given to the park staff at least one week prior to the event, and visibly posted during the event in proximity to where alcohol is being served. To apply for a permit please visit www.abc.virginia.gov. Apply at least 60 days prior to the event.

Once you have read and understood each guideline please check the corresponding boxes and sign below.

I have read and understood the above guidelines. _____
(Signature) (Date)

I have read and understood the above guidelines. _____
(Signature Secondary Contact) (Date)

I have read and explained the above guidelines. _____
(Employee Signature) (Date)

KARLAN MANSION RENTAL GUIDELINES

- 1. Smoking is not permitted in any state facility by state law. Persons wishing to smoke must do so outside and dispose of their smoking materials in designated containers. Tiki torches and fireworks of any kind, including sparklers, are prohibited on park property. No fires are allowed in any of the Mansion fireplaces. Candles are allowed for decorations and ceremonial use outside the Mansion, but may not be lit inside the Mansion.
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- 5. Electrical outlets are available for outside use on the grounds. Usage requires that the rental party provide their own extension cords
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(Signature Secondary Contact) (Date)

I have read and explained the above guidelines. _____
(Employee Signature) (Date)



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

Wilderness Road State Park
8051 Wilderness Road, Ewing, VA 24248-6366
(276) 445-3065 phone (276) 445-3066 fax
wildernessroad@dcv.virginia.gov

Dear Applicant:

Thank you for your interest in having an event at Wilderness Road State Park. Attached to this letter, you will find a Special Use Application. The application solicits various pieces of information to inform the park of exactly what your event will require, and how it may potentially impact other users or its natural resources. Please fill out the application in its entirety and return it to the park at the address above. Please remember to enclose a \$25 non-refundable application fee made out to the "Treasurer of Virginia". Failure to do so may result in the application being disapproved or significantly delayed. Please be as detailed as possible about the event, including maps and safety plans. Multiple event dates require a special use application and fee payment for each date requested.

The application will be reviewed and processed within 30 days. The park manager, or designee, will contact you if further information is required. If the application is approved, you will receive by mail or email a Special Use Permit with conditions of the permit attached. You will then need to sign the permit saying you agree to the conditions and return it to the park. After the park receives the signed Special Use Permit, your event will be officially approved.

If you have any additional questions, please feel free to contact our office at the information above for clarification.

Sincerely,

A handwritten signature in black ink that reads "Billy R. Heck".

Billy Heck,
Park Manager



*State Parks • Soil and Water Conservation • Natural Heritage • Outdoor Recreation Planning
Chesapeake Bay Local Assistance • Dam Safety and Floodplain Management • Land Conservation*



Virginia State Parks Special Use Permit Application

Please fill in all areas below as completely as possible. If a question does not apply, use N/A. Allow up to thirty days for processing. Please enclose a \$25 nonrefundable processing fee for each event, made payable to the Treasurer of Virginia.

Return to:

Wilderness Road State Park

8051 Wilderness Road

Ewing, VA 24248

276-445-3065 Office, 445-3066 fax

Email: wildernessroad@dcr.virginia.gov

Permit Requested by:

Name of Organization:

Represented by:

Title:

Street Address:

City, State and Zip:

Telephone: () -

Email:

Fax:

Name of Event:

Location (State Park/Area in Park):

Date (Month/Day/Year): , 20

Time: Beginning: Ending:

Number of people involved or attending:

Necessary to set up in advance? Yes ☐ No ☐ When?

Any exhibits or displays? Yes ☐ No ☐ Number and type:

Any special requirements? (show type, location, number and responsibility for cost and set up)

Electricity:

Water:

Signs:

Stage or Platform:

Public Address System:

Port-a-Johns:

Picnic Tables:

Any special personnel? (show type, location, number and responsibility for obtaining cost)

Law Enforcement:

Parking Attendants:

Rescue Squad (First Aid):

Fire Department:

Guest(s) of Honor (Who/How Identified):

Entertainment (Who/When/Location):

Items to be sold (Type/By):

Sales Tax Arrangements (Type/Collected by/Prizes):

Health Dept Requirements for Food Handlers (Type/By):

Control Point (Type/Location/Who):

Traffic Flow Control (Type/Location/Who):

Potential Safety Hazards (Type/Location/Who):

Registration or Attendance Fees: Yes ☐ No ☐

Amount: ____ Collected By:

Livestock or animals (Type/Number/Location):

Clean up (When/By):

Please summarize below the planned event and all involved activities:

Signature: _____ Date: _____

Comments:

Park Rep. Signature: _____ Date: _____

See attached letter for permit application information. Please keep in mind that not all applications will be approved. Park management will contact you if issues are discovered, or more information is needed. Thank you for your interest in Wilderness Road State Park!