



STATE OF ALABAMA  
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

# Gulf State Park

KAY IVEY  
GOVERNOR

CHRISTOPHER M. BLANKENSHIP  
COMMISSIONER

## Education Building Rentals

*For reservations, please contact Special Events  
Monday through Friday from 9am to 4pm  
(251) 948-7275 Ext. 2127 ♦ email: [GulfEvents.StatePark@DCNR.Alabama.gov](mailto:GulfEvents.StatePark@DCNR.Alabama.gov)*

*Please take special note: all hired wedding planners, caterers, photographers etc must be an approved Gulf State Park vendor- please see our approved vendor list here-  
<http://www.alapark.com/gulf-state-park-online-weddingevent-planner>*

### GENERAL RULES

1. Rental time is from 3pm to 10pm. The key can be picked up at the campground registration office no earlier than 3:00pm and must be returned immediately after your event. A lost or stolen key will result in the charge of the cost to put new locks on the entire building.
2. The Education Building is not available on Thanksgiving or Christmas, New Year's Eve or New Years Day
3. The rental fee is \$200 Monday through Thursday and \$300 Friday through Sunday.
4. A deposit of \$100 is due when the reservation is made. At **no point** is the deposit refundable. The remaining balance is due 60 days prior to your scheduled event. It is your responsibility to know when the paperwork and fees are due. You will not be allowed to access the Education Building until all paperwork and fees have been received. We reserve the right to cancel any reservation that is not complete by its 90 day mark.
5. You must cancel no less than 60 days prior to your reservation date for a refund. If you cancel 91 days or more prior to your reservation date, you will be refunded the entire amount of your rental minus the \$100 deposit. If the reservation is cancelled 60 days or less prior to your reservation date, no refund will be granted.
6. Equipment and supplies located in the building are the property of Gulf State Park. Please do not remove from the premises under any condition.
7. No smoking, pets, or frying allowed in the building at any time.
8. Use of the audio/visual equipment located inside the Education Building is strictly prohibited unless a training session is scheduled in advance with the Nature Center staff.
9. Any and all displays and materials inside the Education Building are off limits and should not be touched or moved at any point during your rental. Lessee is responsible for all damage that occurs during rental time.
10. Rental of the Education Building does not include rental of the Activities Building, Amphitheatre, or Nature Center. No part of any of these facilities should be used or decorated during lessee's rental time.
11. Wedding permit (if applicable) is included in the venue rental.
12. Rental does not include parking at any beach location that charges for parking. Please be sure to make your guests aware there may be a parking fee.

### USE RESPONSIBILITIES

1. The user is responsible for furniture set-up and tear-down. All chairs and tables within the Education Building must be returned to their original location.
2. Decorations should be limited to tabletops or free standing. NO tape, tacks, pins, nails or any other kind of adhesives will be used on the walls or ceilings.
3. The user is responsible for sweeping after each function. The kitchen is to be cleaned and counters wiped, and the trash removed from the building. All trash and debris will be taken to the nearest dumpsters. Cleaning supplies can be found in the kitchen and in the bathrooms.

4. The user is responsible for turning out the lights, making sure the doors are locked, and returning the key to Campground Registration by the end of their rental time.
5. Please be prepared to bring you own supplies such as dish soap, dish towels, napkins, salt & pepper, and utensils.

**DAMAGE AND CLEANING**

Damage to the facility or failure to leave it clean could result in the cancellation of any remaining scheduled events. Should it be determined that you have not complied with these policies you will be assessed an additional damage/cleaning fee of at least \$300.

**SPACE AND EQUIPMENT**

Rental of the facility includes the use of the (11) 5-foot round tables and (85) chairs located inside the building.

**AGREEMENT**

By executing this agreement and paying the appropriate fee, the undersigned lessee agrees that he/she has read and understands the above information regarding terms and responsibility, agrees to the terms, and further that any damage to the Education Building will be the responsibility of the lessee and paid for by the lessee.

Name of Lessee:

\_\_\_\_\_

Contact Phone:

\_\_\_\_\_

Address:

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

Type of Function:

\_\_\_\_\_

Time of Event: \_\_\_\_\_ # of Guests:

\_\_\_\_\_

Date Requested: \_\_\_\_\_ Reservation #:

\_\_\_\_\_

Signature of Lessee: \_\_\_\_\_ Date:

\_\_\_\_\_