The Point

INDIAN RIVER MARINA

39415 INLET ROAD | REHOBOTH, DELAWARE 19971

Venue Rental/Agreement

Accommodations

- Expansive grounds with space to accommodate up to a 40' by 100' tent
- Breathtaking views of the Inlet and Bridge
- Limited Parking
- On-site attendant

The guidelines on the following pages have been designed to assure that you have a successful event and that the Park and Marina are protected. For further information or clarification, please contact our staff at the site.

Availability of Dates

There are only a limited number of dates available each year to hold private events at The Point at the Indian River Marina. Operated by Delaware State Parks primarily as a public marina and boatyard, the focus of the site remains on public accessibility to the dock and waterway. We're happy to be able to offer this setting to interested parties for their own special events but please understand we must limit the number of events that preclude public access. We typically set aside the next year's dates of availability about 1 year ahead of the next rental season. Since we do not have indoor facilities to rent our rental season is dictated by weather, mid-April to mid-May and mid-September to November 1st.

Wedding & Event Rates

The Point at the Indian River Marina	4 HOURS	Additional Hour	MAX OCCUPANCY
Use of Marina Grounds	$2,000	+ $500/hr.	150
Ceremony Permit	$250	-	
Enforcement		$85/hour 4 hours minimum	

The total rental cost of $2,500 includes the Special Use Ceremony permit, Rangers/enforcement, and use of the venue for a four (4) hour event ending by 10:00 pm

The reservation fee is strictly for use of the property. Any other expenses (such as tent rental, catering, restroom trailer, generator, etc.) are your responsibility
Tent and Catering vendors must be selected from our list of certified tent vendors

Set-up may begin at 12:00 pm and breakdown to be completed by 11:00 pm

Please note The Point at the Indian River Marina is a State Park and is open to the public year-round

Rental Deposit and Security Deposit

A 5-hour event held at The Point at the Indian River Marina is $2,500. A 50% rental deposit ($1,250) will be due upon returning your signed agreement/contract. The 50% rental deposit will secure your date and is ***non-refundable*** for any reason.

The 50% balance of the rental fee is due no later than 60 days after signing the Formal Reservation Agreement Contract. The final balance is ***non-refundable*** for the cancellation of an event 30 days or less from the date of the event. If the full payment has been made and the event is canceled more than 30 days prior to the event date, a refund of the remaining balance may be made through the Division of Parks and Recreation via a written request.

Liabilities / Property Damage

By renting any of the grounds or facilities, the client agrees to and shall indemnify and save harmless the State of Delaware, the Division of Parks and Recreation, and employees of each organization from any and all claims, damages, losses, litigation, and expenses arising out of any injury including death, or damage to client's property resulting from an act, omission, or neglect of the client or any of his/her guests or contractors.

No persons attending the event are allowed access to the fuel docks or boats. The client is responsible for any damages done to any dock or boat affected during the time of the event.

Damages to park facilities from natural disasters or weather-related events that do not render the space unusable is not cause for cancellation of the event or refund of amounts paid. Should the facility sustain damages that may impact the event, the parks Venue Coordinator will make the client aware with as much advance notice as possible

Beverage Service

While alcohol consumption is permitted on-site, all state laws and Delaware Division of Parks & Recreation rules and regulations apply. Alcohol may not be served to minors or anyone appearing to be intoxicated. The State of Delaware requires that all alcohol must be provided and served by a professional bar service/server with the necessary licenses and liability insurance. In the event that the bartender does not carry liquor liability insurance, the client will be responsible for carrying liquor liability insurance for the event.

Alcoholic beverages are only allowed on the property during the said event and may not be stored on-site prior to the event or remain on the property after the event. Bartenders may not pour shots of liquor, and the last call for alcohol service must be 15 minutes prior to the end of the event.

See Statewide Policies for more information*

Ceremony Rehearsal

A time frame of *1 hour* during park hours will be allotted for the ceremony rehearsal, sensitive to any other programs or events that may be occurring. However, ceremony practice times must be approved by the Delaware Seashore State Park Region Events Coordinator. We will do our best to accommodate any special circumstances. If a rehearsal is scheduled during a time when there is occurring set up for an event that evening, we ask that your wedding party be respectful of those clients and that you limit your rehearsal to the wedding party only.

Event Coordinator

To ensure the proper use and care of The Point at the Indian River Marina, we recommend that the client designate an Event Coordinator to be responsible during the event. The Coordinator will maintain the client's agenda and will also serve in the capacity of decision-maker on behalf of the client in dealing with all vendors including cater, bar service, florist, entertainment, rentals, etc., and will collaborate with Marina staff during the event. The Venue Coordinator for Delaware Seashore State Park is happy to be as involved or removed from the day-of planning and set up of your event as you would like. It is encouraged that you acquire an Event Coordinator, whether full or part-time (a day-of coordinator is common).

At the final review meeting, approximately two (2) weeks prior to the event, the client and the Coordinator must correspond or meet with the Venue Coordinator to review the agenda, and floorplan diagram, and establish a schedule for set-up and deliveries.

The Coordinator is required to stay for the duration of the event. At the conclusion of the event, the Park Manager on Duty and the Coordinator will conduct a final walk-through of the facility to assess any possible damages or excessive clean-up that may have occurred during the event.

Banquet Service

Our certified caterers' list is provided for menu selection and, in some instances, wedding planning. Only those caterers who have been certified by the Delaware State Parks may be used. Catering arrangements are the responsibility of the user.

The contracted catering team will be responsible for collecting trash during the event and removing waste from the facilities at the conclusion of the cleanup. Catering staff members are required to be on site until cleanup is finished at 11 pm, or until dismissed by the Marina Venue Manager on duty for the event. Three to five catering staff per 100 guests is appropriate for cleanup.

Tents and Rental Equipment

Tents are permitted on the grounds at The Point. A certified list of approved rental companies is provided for tenting and all other function furnishings such as tables, chairs, and bars. In connection with an event, no tent other than a caterer's or tent vendor's may be used. Tents may not exceed 40' by 100' and are permitted only in designated areas. Additional smaller tents may be permitted depending on the space available. Tents must be removed by 10:00 a.m. the day following the scheduled event unless approved by a representative of the Indian River Marina.

Clients will also be required to rent a restroom trailer and generator. The venue does not provide electricity or restrooms. The placement of these rental items has been pre-determined by Marina staff and is not flexible.

Vendors

It is required that all pre-approved caterers, one-time caterers, and bar services/servers provide the appropriate license and insurance documentation to the Indian River Marina prior to the final review.

All vendors and service contractors are responsible for clean-up and removal of their equipment, food, bar supplies, and garbage within 1 hour of the event's conclusion. All catering vendors are required to bring their own waste cans/bins for use during the event. There are dumpsters available on site. Any garbage materials may be placed in the dumpsters following the event cleanup. The recycling dumpster has been moved to the entrance of the Marina. It may be suitable to bring a wagon or cart for hauling trash to the appropriate receptacle.

Parking & Vendor Loading

There is no fee charged for parking at The Point at the Indian River Marina while attending a private event held there. Please be aware that the Indian River Marina is a public place with heavy use during the summer months. The Marina can reach parking capacity. Parking and entrance cannot be guaranteed. We encourage the use of car, limos, or vanpooling. Even more site-friendly and safe, local limousine and shuttle services are also available – please inquire about a listing.

Set-Up/Breakdown of Chairs, Tables, Equipment, etc.

No renter or guest of the property shall be permitted to set up or break down tables or chairs on the property during any scheduled event. All events will be scheduled for 4 hours and will begin no earlier than 5:00 pm on the scheduled day and conclude no later than 10:00 pm.

No vendor may arrive on site before 12pm on the day of the event without approval from a representative of Delaware Seashore State Park. The wedding party is not permitted to be on-site until 2 hours before their scheduled ceremony start time.

Set-up can begin no earlier than noon on the day of the event and breakdown must be completed within 1 hour after the conclusion of the function. The property will be closed at 11:00 pm - there is no exception to this rule. Any décor/personal items left at the venue must be taken by the hired event coordinator or event host at the end of the evening. No items may be left at the venue overnight outside of rentals from one of the venue's approved tent vendors. Any items left at the venue after the conclusion of cleanup will be considered garbage and will not be held.

Timeline for a typical event – i.e., a Saturday wedding:

Friday:
afternoon - delivery and set-up of a tent, tables, and chairs
before sunset – 1-hour ceremony rehearsal may happen on site

Saturday:
Noon – caterer and florist allowed on-site to finish site preparation

3 p.m. – wedding party allowed on-site to prepare, musicians allowed on-site to set up, chairs can be set at the point
4 – 4:30 p.m. – guests arrive
5 p.m. – ceremony held on the point
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 caterer's equipment complete, Marina staff shut down and secure site

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

Hazardous Weather

For the safety of all involved, should hazardous weather occur, such as a tornado, severe thunderstorms, or hurricane watches/warnings, the property owner/operator reserves the right to mandate taking shelter, stop the serving of alcoholic beverages, and require bands or musicians to switch to acoustic entertainment only, adjust volumes, or terminate DJ's or recorded music until hazardous weather is deemed no longer a threat. If hazardous weather requires the evacuation of the property for the safety of all guests. The event will be terminated, and guests will be required to vacate the premises. In all the above cases, the Venue Coordinator or on-site park staff will make regular announcements to keep guests informed of the situation and what steps may need to be taken to ensure their safety.

Cottages

The Indian River Marina is home to cottages that may be used for accommodations for wedding parties and their guests. To book cottages, or to receive more information, please call (302)227-3071. Any deal or discount will not be honored if the event is canceled.

Advertisements, Press, News Releases, and Ticket Sales

Any printed advertising in any newspaper, brochure, website, etc. for an event held at the Indian River Marina shall have prior approval by a Park representative and shall include the correct name and location for the site:

Indian River Marina
Delaware Seashore State Park
39415 Inlet Road
Rehoboth Beach, DE 19971

Please send advertisements to the above address for approval prior to distribution. Ticket sales at the door will not be permitted.

Photography

Within the rented facility, photography may be conducted only in areas specifically rented for the event. At no point before, during or after the event may any person board, handle, or interact with any of the boats, dock boxes, or docks (after sunset) in the Marina that does not belong to them.

Decorations and Special Effects

This property and the surrounding environment located within Delaware Seashore State Park are subject to all Delaware State Parks Rules and Regulations. To protect the natural surroundings including our native vegetation and wildlife the following items are prohibited:

- Flower petals or flower parts that will be placed on the ground. Any scattered plant material requires species approval from a park representative.
- Birdseed, rice, or any other grain product used as part of a ceremony
- Broadcast insecticides (“foggers” or “bombs”)
- Balloons and Mylar decorations, including water balloons
- Confetti of any kind
- Piñatas or other scattering decorations
- Any open flame, including sparklers, fireworks, and tiki torches. All candles must be enclosed in a jar/vase covering.
- Release of animals (including birds and butterflies)
- Beverage straws, cocktail straws

In the event that park staff learns that any of these items have been employed, clients will be fined as appropriate for the damages that have been caused to local vegetation and wildlife.

Miscellaneous / Reminders:

- Use of broadcast insecticides ("foggers" or "bug bombs") is prohibited.
- The placement of tents, restrooms, generators, and other rental equipment is not flexible due to the constraints of the venue. Floorplans should be approved by the Venue Coordinator no less than 2 weeks before the wedding.
- No vendors or guests are permitted to place vehicles "behind" (west of) the yellow metal gate in the gravel area. This area must always remain clear for emergency vehicles.
- Should a security presence, other than the already included Park Ranger, be required for an event, Delaware Seashore State Parks will provide this service for an additional charge. Please call well ahead to make such arrangements.
- The Governor's Executive Order 71 prohibits smoking inside State facilities. Smoking outdoors is permitted ONLY in areas designated by park staff. The Marina venue is adjacent to diesel and gas fuel storage and must be treated with caution. Any smoking area must be outside of the ceremony and reception area as dictated by park staff and must be no less than 150ft from fuel tanks and pumps.
- Please keep in mind that this is a public space with occasional fishermen. They are very respectful and will usually relocate, but they cannot be required to leave.
- Any access to the dock, fuel area, or boats by any persons attending the event is strictly prohibited and may result in criminal charges and/or fines for any damages.
- As this venue site is completely outdoors, there is no indoor contingency plan for the weather. Please coordinate with your tent vendor a desirable backup plan just in case.

The Point

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Final Review Meeting

No Later than Two (2) Weeks Prior to the Event

Attendees: Client, Event Coordinator, Venue Coordinator

- ❑ Client or Event Coordinator to provide agenda, vendor list, timeline, floor plan diagram, and Plan B (weather plan) for the event
- ❑ Establish a schedule for vendor deliveries, set-up, and pick-ups. This includes caterer, bar service, rentals, florist, baker, photographer, entertainment, etc. Determine which vendor vehicles will be parked in the vendor loading area during the event.
- ❑ If you will be utilizing audio-visual equipment, please plan to conduct a test run with your equipment at this time.
- ❑ A one (1) hour time frame during park hours will be confirmed for the ceremony rehearsal, sensitive to other programs/events that may be occurring. However, ceremony practice times must be approved by the Venue Coordinator and are dependent upon availability. If the rehearsal is scheduled during a time when the site is being set up or used for another event that evening, we ask that you limit your rehearsal to the wedding party only and that the wedding party be respectful of those guests.

Client / Event Coordinator Information

- ❑ Venue capacity is capped at 150 guests.
- ❑ Smoking is allowed on-site in the designated smoking areas established by the Client and Venue Coordinator.
- ❑ Candles must be battery-operated flicker candles. No open flame permitted.
- ❑ Nails, staples, and command hooks are not allowed when placing decorations. Please use tape, zip ties, or floral/fishing wire.
- ❑ Please refrain from using any materials listed in the Statewide Policies that may be harmful to the natural resources of the venue.
- ❑ No fireworks, sparklers, wishing lanterns, or balloons may be used on the property. ***All wedding send-off items must be environmentally friendly and pre-approved by the Delaware Seashore State Park Region's Venue Coordinator.***
- ❑ All clean-up, breakdown, and rental pick-up must be completed within one (1) hour of the conclusion of the event (except for tents and other items that have been granted approval to be removed the following morning no later than 10 am).
- ❑ An Event Coordinator, whether day-of or full-time, is required to coordinate set-up, full day-of vendor management, a timeline of setting up, and a breakdown of the event. The Coordinator must stay until the conclusion of the event to survey the venue and grounds for damages and proper clean-up/breakdown before leaving the property. Please note that there is a potential charge of $100 to the client for the clean-up fee of an event that has not been properly cleaned.

Client / Caterer / Bar Service Information

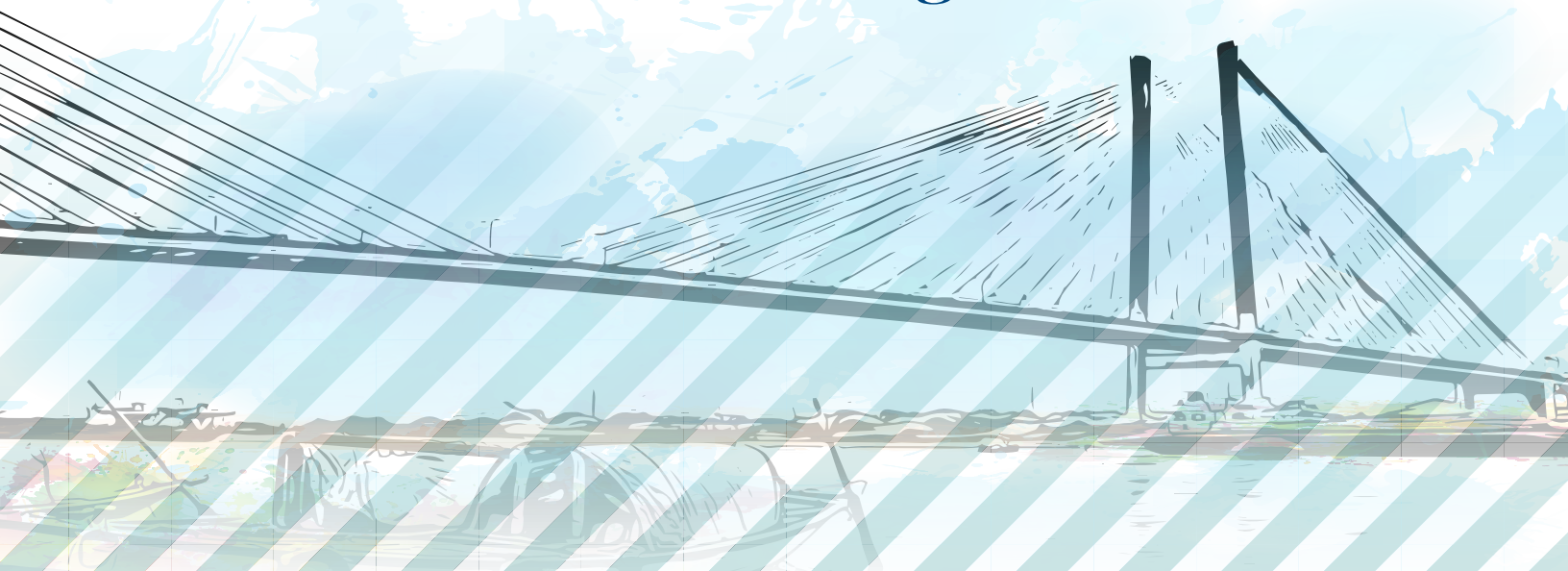
- ❑ All caterers and bar services must be licensed and insured. New vendors must complete an application with the Indian River Life-Saving Station and be pre-approved in order to work at the venue.
- ❑ While the Indian River Marina provides on-site dumpsters, caterers are responsible for emptying and removing all trash from the facility and grounds. We require the separation of recyclables per recycling guidelines.
- ❑ Caterers & bar services are required to provide their own trash bins and trash bags for use during the event.
- ❑ All rentals, plates, and glassware are to be properly broken down and stored in the catering tent/area for same-night pick-up.
- ❑ The catering & bar service representative is required to survey the venue site and grounds for proper clean-up before leaving the property. Please note that there is a potential charge of $100 to the client for the clean-up fee of an event that has not been properly cleaned.

BIG FISH EVENTS

Weddings at the POINT

Indian River Inlet

Rentals & Catering Estimate



Big Fish Events | Rehoboth Beach, DE | bigfishevents.com

302.216.8211 | valeria.maresgutierrez@atlasrestaurantgroup.com

Sample Rental Order with Pricing for 100 Person Wedding Reception

RECEPTION TENT (40X60) - $3,525.40

- 40x60 tent - $2,016
- Sidewalls to enclose tent - $400
- Lighting (150') - $900
- Extension cords - $59.40
- Dimmer - $150

PREP TENT (CATERING STAFF) - $628.50

- 20x20 prep tent - $383
- Sidewalls to enclose tent - $140
- Lighting - $100
- Extension cord - $5.50

RESTROOM TRAILER: $2,439.70

- Restroom trailer - $1,800
- Lighting - $450
- Light poles - $160
- Extension cord - $29.70

ELECTRIC: $525

- Generator - $450
- Distribution box - $75

DANCE FLOOR: $800

TABLES/LINENS: $746

- High top cocktail tables (4) - $40
- 132" round poly linen (4) - $80
- Sash (4)- $8
- 36" round sweetheart table - $8.50
- 96" round poly linen - $11
- 60' round (guest seating – 13 tables) - $110.50
- 120' round poly linen (13) - $208
- 6' banquet table (8) - $68
  - Back bar, gifts/place cards, dessert, DJ, apps, prep(3)
- 90x132 poly linen (5) - $90
- 8'banquet table (4) - $34
  - 2 food, 2 front bars
- 90x156 poly linen (4) - $88

CHAIRS: $700

- Reception chairs (100 - white wood folding) - $400
- Ceremony chairs (100 – white metal folding) - $300

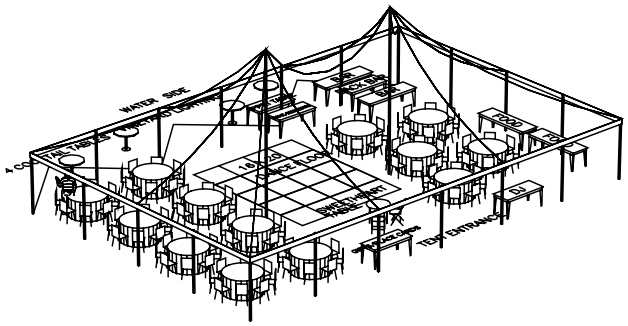
DINNER SERVICE: $985

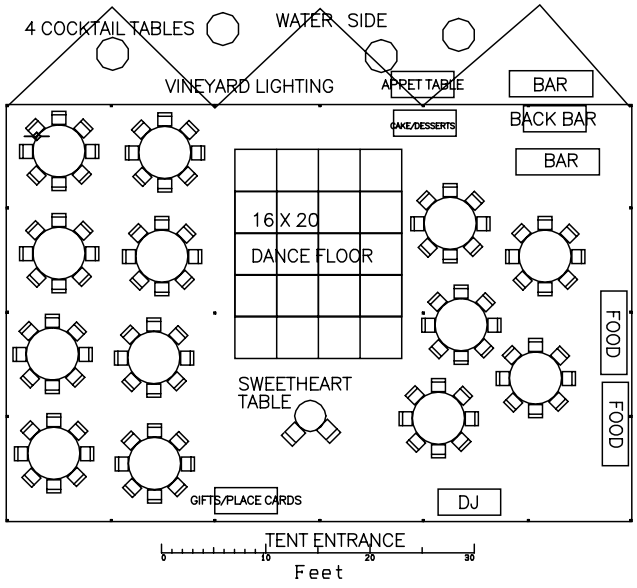
- Dinner napkins (100) - $55
- White china 10" plate (100) - $60
- White china 7" plate (salad/apps) - $55
- White china 6" plate (dessert) - $55
- Dinner fork (100) - $70
- Dinner knife (100) - $70
- Salad fork (200 – dessert/apps/salad) - $140
- Water goblet (100) - $100
- Stemless wine glass (400 for all bar drinks) - $380

DELIVERY/SET-UP/CLEAN-UP: $1,023

- Restroom delivery - $150
- Diesel surcharge - $240
- Generator delivery - $30
- Table/chair set-up - $303
- Delivery charge - $300

TOTAL ESTIMATE OF RENTALS - $11,372.60

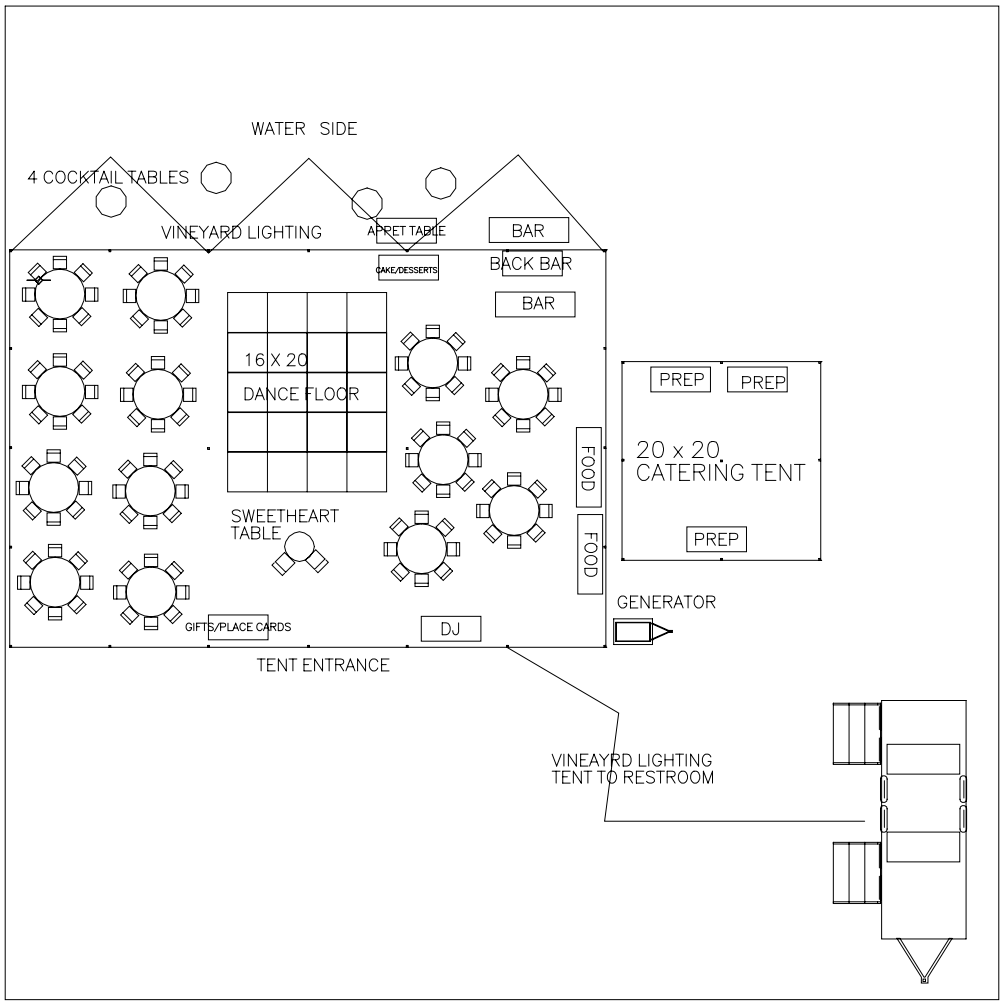


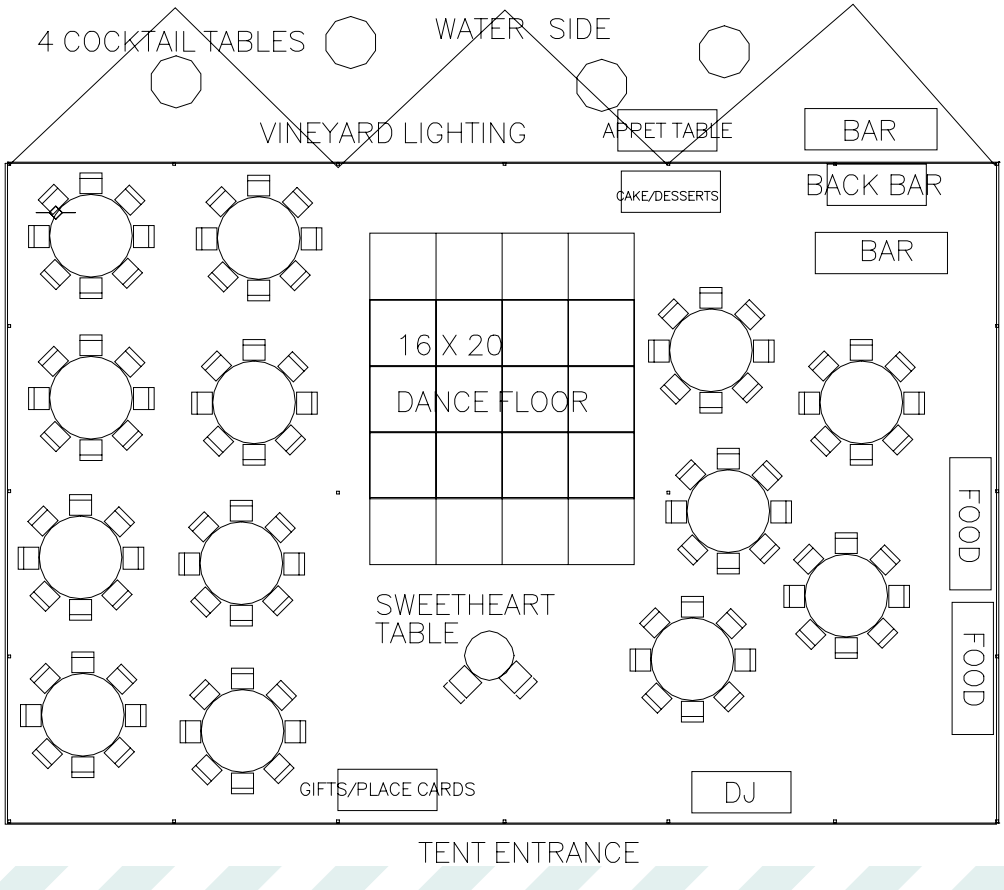


PartyCAD Party

PartyCAD Rents

Date:
Project:
Owner:
Designer:


WATER SIDE
4 COCKTAIL TABLES
VINEYARD LIGHTING
APPET TABLE
BAR
CAKE/DESSERTS
BACK BAR
BAR
16 X 20
DANCE FLOOR
FOOD
FOOD
SWEETHEART TABLE
PREP
PREP
20 x 20
CATERING TENT
PREP
GENERATOR
GIFTS/PLACE CARDS
DJ
TENT ENTRANCE
VINEAYRD LIGHTING
TENT TO RESTROOM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DANCE FLOOR
FOOD
FOOD
SWEETHEART TABLE
GIFTS/PLACE CARDS
DJ
TENT ENTRANCE

Sample Buffet Dinner Menu for 100 Guests – $106/person*

- Food: $77/per person
- Bar/Beverages - $39/per person
- *Plus Staff Charge – $2,400 or 20% of your final bill, whichever is greater
  - 2 Bartenders, 4 Service Staff, One Manager, One Cook

STATIONARY APPETIZER- $8/PERSON

ARTISAN CHEESE DISPLAY
assorted artisan cheeses, charcuterie, fresh and dried fruit, jam, assorted breads and crackers

PASSED APPETIZERS - $14/PERSON

SOUTHERN SLIDER ($4.50/PERSON)
hand breaded, flash fried chicken tender served on a soft slider bun with a pickle slice and honey tobasco sauce

JUMBO LUMP BABY CRAB CAKE W/REMOULADE SAUCE ($6/PERSON)
served on a tasting spoon with remoulade sauce

CHEESESTEAK SPRING ROLL ($3.50/PERSON)
with sriracha ketchup dipping sauce

BUFFET DINNER MENU - $45

MARINATED AND SLICED FILET MIGNON
w/homemade horsey sauce

GRILLED BIG FISH SALMON
with dijon cream

CHEESE TORTELLINI
w/homemade vodka sauce and fresh spinach

BIG FISH HOUSE SALAD
spring mix, diced tomatoes, toasted walnuts, gorgonzola cheese, homemade maple walnut vinaigrette

NEVA'S POTATOES
our famous au gratin hash brown potato casserole

GREEN BEANS
with evoo and fresh parsley

FIVE HOUR HOUSE BAR - $39/PERSON

Three Domestic Beers/Seltzers, Two Imported or IPA Beers

Two Whites, Two Reds, Champagne

Tito's Vodka, Captain Morgan, Jim Beam, Jack Daniels, New Amsterdam Gin, Parrot Bay Coconut Rum, Sauza Silver Tequila

Coke, Diet Coke, Sprite, Ginger Ale, Ginger Beer, Club Soda, Tonic, Cranberry Juice, Orange Juice, Pineapple Juice, Bottled Water, Coffee Service, Ice, Coolers, Bev Naps

Weddings at the POINT

Indian River Inlet

*Rental costs reflect current pricing for the items listed in the rental agreement. Rental pricing can change at any time and pricing may increase or decrease depending on what items are ordered. This is a sample rental order for a 100-person wedding reception. Final rental pricing will be confirmed once a completed rental contract is signed, and a deposit is received. Food and beverage costs also reflect current pricing for the items listed in the wedding reception menu. Food and beverage costs can change at any time. Food and beverage costs will be confirmed three months before the event.

BIG FISH EVENTS