



Lodge Special Use Permit Application

Lodge Reservation Dates _____ Reservation # _____

Renter Name: _____

Address: _____

Phone: _____

Email: _____

Event Date: _____ No. in Attendees: _____

Event Planned at the Lodge: _____

List Vendor Names with their Phone Number, Email and Service:

In exercising the above-described use, I agree to abide by all the rules and regulations of the Delaware Forest Service. I fully understand that the state has neither commercially procured insurance nor self-insurance to cover any injury, risk or loss which occurs in the state forest and facilities and that the state is immune from any and all liability from any such injury, risk, or loss. In consideration of the granting of the permit, I agree to waive any and all claims arising out of the above-described use which may accrue to myself and/or to anyone else in my custody and control, and I further agree to indemnify the state and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and/or damages to property arising out of any occurrence in the state forest or at its facilities.

I certify that I have read the State Forest and Lodge rules and regulations and **assume full responsibility for all activities at the Lodge during the rental period.** Furthermore, I agree to hold the Delaware Forest Service harmless from liability for any and all damage to property during the Lodge rental. I agree to pay charges for any repairs due to damages incurred during my rental reservation. These charges will be charged to the reservation credit card if the lodge is not found in good condition per Delaware Forest Service; an itemized list of charges will be provided to the reservation.

Signature of Person Responsible/ Renter

Date

*Return completed application to Delaware Forest Service Dover Office, or by email to Jennifer.Morgan@delaware.gov
Permit Applications received less than 31 days of the event will not be approved*

For Department Use Only

Date Application received: _____

Date Permit payment received: _____

Date Lodge Reservation payment received: _____

Approved by: _____

Permit# _____

Notes:

The Lodge at Redden State Forest



Lodge Special Use Permit Guidelines

1. Lodge Special Use Permit is **required** for an organized event at the Lodge that utilizes vendors such as Catering Services, Party Rentals, Music, Photography, Videography, etc.
2. Permit applications can be found at DE Forest Service website at <https://agriculture.delaware.gov/forest-service/> or requested by calling DE Forest Service.
3. To obtain a Special Use Permit, the following must be completed:
 - a. Make reservation for the Lodge adding "Special Use Permit at the Lodge" to reservation order at: <https://app.fireflyreservations.com/reserve/property/DelawareForestService>
 - b. Reservation fee and the cost of Special Use Permit at the Lodge (\$250.00) is due at time of reservation.
 - c. Email or mail the completed 'Special Use Permit Application' within 30 days of the event for approval.
4. Any printed advertising in any newspaper, brochure, website, etc. for an event held at the Lodge shall have prior approval by DE Forest Service and shall include the correct name and location for the site:

*The Lodge at Redden State Forest
Delaware Forest Service
18074 Redden Forest Drive
Georgetown, DE 19947*
5. The following items are prohibited within the lodge:
 - a. Any open flame, smoke machine, insecticide
 - b. Confetti of any kind, rice or birdseed
 - c. Nails, Push pins, staples, etc on the walls or ceilings.
6. The following items are prohibited outside the lodge:
 - a. Birdseed, rice or any other grain product used as part of a ceremony
 - b. Broadcast insecticides ("foggers" or "bombs")
 - c. Balloons and Mylar decorations, including water balloons
 - d. Confetti
 - e. Piñatas or other scattering decorations
 - f. Any open flame, including sparklers, fireworks and tiki torches. All candles must be enclosed in a jar/vase covering.
 - g. Release of animals (including birds and butterflies)
7. All Lodge and State Forest Rules and Regulations to be followed.
Rules and Regulations can be found at DE Forest Service website at <https://agriculture.delaware.gov/forest-service/>
8. Lodge renter takes full responsibility for all activities at the Lodge during rental period.
9. Any damages resulting from vendors contracted by Lodge renter is the responsibility of the renter and will be charged.

Renter agrees to abide by all the rules and regulations of the Delaware Forest Service and Lodge. Agreeing to and shall indemnify and save harmless the State of Delaware and the Department of Agriculture 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.

Renter certifies they have read the rules and regulations and **assume full responsibility for all activities at the Lodge during the rental period**. Furthermore, holding the Delaware Forest Service harmless from liability for any and all damage to property during the Lodge rental. Renter agrees to pay charges for any repairs due to damages incurred during rental reservation. These charges will be charged to the reservation credit card if the lodge is not found in good condition, per Delaware Forest Service, and an itemized list of charges will be provided to the person/group/organization.