

O'Leno State Park Pavilion Rental Guide

Thank you for your interest in the pavilions at O'Leno State Park. O'Leno State Park has two pavilions, located in the main use area of the park, for rent. The picnic area also provides several single table pavilions available for use on a first-come, first served basis. The park's pavilions are located in close proximity to restrooms, a playground and the scenic Santa Fe River.

Rental Guidelines

When planning your day at O'Leno State Park, please keep the following guidelines in mind:

1. Alcohol is not permitted in park pavilions.
2. Pavilions are available during the park's normal operating hours of 8:00am to sundown.
3. Please plan to remove garbage, food, signage, decorations, and any other personal items out of the pavilion by the time the park closes.
4. The picnic tables and benches may be moved as you see fit. However, please plan to return them to their original location prior to vacating the pavilion.
5. Decorations and signage must be tied. Nails, tacks, and staples are prohibited in order to preserve the historic value of the facilities. Please help us preserve these fine structures for years to come!
6. The use of amplified music must be held to a volume acceptable to park management and adjacent park visitors.
7. Adjacent use of tents can be allowed by park management with prior approval. Tents must not cause ground disturbance.
8. **Park entry fee is not included in the facility rental price.** Guests will be charged the park entry fee of \$5.00 per vehicle unless the rental party has made arrangements to pay entrance fees. Prepayment of entrance fees is permitted at the following rates:
 - a. 01-25 Guests \$50.00 plus tax
 - b. 26-50 Guests \$75.00 plus tax
 - c. 51-100 Guests \$100.00 plus tax
 - d. 101-150 Guests \$150.00 plus tax
 - e. 151-200 Guests \$200.00 plus tax

The ranger station will count the number of guests upon entry. Once the prepaid quantity is met, the remaining vehicles will pay the regular park entrance fee. Refunds will not be issued to groups with less participants than anticipated.

Parking: Vehicles of guests utilizing the pavilions at O'Leno State Park are to park in the main parking lot. The park will allow limited access to the Open Air Pavilion for unloading and loading, however, these vehicles must be removed from the grounds in a timely manner. Exceptions will be made for catering trucks.

Reservations: Park facilities can be rented up to 11 months in advance. Reservations will not be taken prior to 8:00am. A deposit in the amount of one day's rental is required at the time of the reservation. Deposit payments taken over the phone will be by credit card only. The park will accept credit, cash, check and money order when the reservation is made in person.

Tax Exempt Sales: Florida sales tax exempt organization MUST have a copy of their current Florida Consumer's Certificate of Exemption on file at the park at the time a deposit for a reservation or sale is made. Otherwise, all state sales, discretionary and local option taxes or county surcharges are due. Tax exempt sales are valid only if paid directly by the exempt organization through an authorized agent using the organization's check or credit card. The same apply when collecting a balance due on arrival.

Cancelation of Reservations and Refund Procedures: Cancelations should be done as soon as possible by contacting the ranger station at (386) 454-1853. A full refund for a cancelled reservation will be issued so long as it is made prior to the day of arrival. If a group does not arrive by 3:00pm on the day of scheduled arrival, the deposit will be forfeited and the park will re-rent the facility.

Open Air Pavilion



The Open Air Pavilion at O'Leno State Park is a majestic 1930's New Deal Era structure that overlooks the Santa Fe River. This is our most popular pavilion, so make your reservations early! Seating includes picnic tables for up to 75 people and several wooden benches. This pavilion has two grills, one on each end of the structure and electric. **Rental Fee: \$50.00 per day (plus tax \$53.50)**

Small Pavilion



The Small Picnic Pavilion is perfect for more intimate gatherings. This pavilion will seat up to 20 people at four picnic tables and includes one grill. **Rental Fee: \$15.00 per day (plus tax \$16.05)**

Access: A portable ramp is available for those needing assistance accessing the Open Air Pavilion. Please contact the ranger station at (386) 454-1853 with your request at least 24 hours in advance so that the ramp can be moved into place.

O'Leno State Park
410 SE O'Leno Park Road High Springs, Florida 32643
(386) 454-1853 www.floridastateparks.org/oleno