

Guidelines for use of Canalfront Park, Arbor and Pavilion

The City of Lewes is pleased to make wedding/civil union reservations for use of the Canalfront Park –Arbor or Pavilion. The guidelines below have been designed to assure you have a successful event and the Park property is protected. For further information or clarification, please contact our staff at City Hall (302) 645-7777.

Reservations are based on a maximum four-hour event including set-up and breakdown on a first come first serve basis. No two events shall take place within the same four hours in Canalfront Park. Clients are responsible to inform all vendors of the rules, regulations and access points to Canalfront Park.

Maximum Occupancy

The maximum allowable number of individuals who may be present at an event under the Arbor is 200 (#6). The maximum allowable number of individuals who may be present at an event under the Pavilion is 20 (#7).

Cancellations and Refunds

The full fee is non-refundable upon cancellation of an event.

Rental Equipment

No renter or guest of the property shall be permitted to set-up or breakdown tables or chairs on the property during any other scheduled event. Set-up will take place within two hours of the start of the function and breakdown must be completed within one hour after the conclusion of the function. Loading and unloading of tables, chairs, etc. must take place in the Canalfront Park parking lot (#1) next to the Net House (#3).

Consideration of Use:

This property and the surrounding environment located within the City of Lewes are subject to all rules and regulations as stated in the Charter and City Code. Given the natural surrounds:

The following items are allowed:

- Arbor / Pavilion may be decorated using ribbon, zip ties, or tape but use of nails, tacks or staples is prohibited. All decorations must be removed following the ceremony.
- Unity candle on table.
- Parking at the Canalfront Park site is limited and we encourage the use of car or van pooling. Parking is available next to the Net House (#3) or adjacent to the Tennis Court/Basketball Courts, Little League Field (#9). Drop off of all participants of events shall take place at Canalfront Park parking lot or at the Net House only (#1 & #5).
- Music is permissible. Amplification of sound is prohibited except with prior approval by Mayor/City Council.
- Restrooms are available underneath the Net House/Lookout Pier (#4).
- Should security or traffic control be required for an event, the Lewes Police Department (LPD) will provide this service for an additional charge. Advance arrangements with the LPD are required at (302) 645-6264.
- We are handicap accessible with a ramp on the west side of the Net House (#2). The steps on the east side of the Net House provide safe pedestrian access.

The following items are prohibited:

- Smoking in all Parks.
- Alcoholic beverages at any event at any time.
- Flower petals or flower parts used for decoration or in a ceremony
- Release of balloons or animals (including birds and butterflies)
- Birdseed, rice or any other uncooked grain product used as part of a ceremony
- Piñatas or other scattering decorations
- Sparklers, fireworks and open fires, torches or luminaries
- Tents, beverage straws, cocktail straws
- Use of broadcast insecticides (“foggers” or “bug bombs”).

****See attached map for # locations**

1- Parking Lot/Drop Off

2- Handicapped Walk Way

3- Net House

4- Rest Rooms Lower Level

5- Stair Entrance

6- Arbor

7- Pavilion

8- Village Green

9- Auxiliary Parking



Imagery Date: 7/3/2010

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38° 46' 36.87" N 75° 06' 27.09" W elev. 6 ft

Eye alt. 629 ft