Widgeon Pavilion Guidelines & Reservation Process for Employees

For Employees reserving the pavilion for work-related events:

Please email **hpl-outreach@umces.edu** to reserve the Widgeon Pavilion for work-related events. You will be contacted to get all the information necessary to make your event go as smoothly as possible, including assisting with back-up reservations elsewhere on campus in case of inclement weather, etc.

For Employees reserving the pavilion for private events:

The Widgeon Pavilion is available to employees of HPL, IAN and Center Administration for casual, daytime, or early evening personal events of a short duration. There is no charge, however, a contract, and $1million event insurance is required. The insurance can either be a rider on the employee's home policy for General Liability or an Event Certificate of Insurance. Please email

hpl-outreach@umces.edu to make a reservation. You will be contacted to get all the information necessary to reserve the Widgeon Pavilion, create a contract, and get a copy of the insurance policy.

For Employees reserving the pavilion for wedding receptions:

The pavilion is available for wedding receptions, **only** to employees of HPL, IAN, and Center Administration employed at the time of the event and their immediate family defined as household members, children, and siblings. The employee must be among the guests. There is a limit of 250 people attending, and the event must end, and the premises vacated, by 11 PM. The fee

is $500 for use of the Widgeon Pavilion and surrounding grounds for a wedding reception for employees. In addition, a contract and $1million event insurance is required. The insurance can either be a rider on the employee's home policy for General Liability or a Certificate of Event of Insurance. Please email **hpl-outreach@ umces.edu** to make a reservation. You will be contacted to get all the information necessary to reserve the Widgeon Pavilion, create a contract and invoice, and get a copy of the insurance policy.