

Weddings at The Soundside

Guidelines, Fees, and Policies for Weddings

Located sound front in Nags Head, The Soundside is approximately 10 acres of green space available for rent for weddings. The Soundside (hereafter referred to as the Site) is rented "as-is" and is available daily until 11 p.m., unless otherwise specifically permitted by the Town of Nags Head. The Dare County Tourism Board (d.ba. Outer Banks Visitors Bureau) and the Town of Nags Head reserve the right to exclude certain days from rental.

A Wedding Organizer (hereafter referred to as Organizer) is defined as the person(s) responsible for the event.

A checklist is attached that will help you navigate the process.

GUIDELINES:

All paperwork must be submitted to the Outer Banks Visitors Bureau

Please consider your set up and breakdown needs when you make the reservation. If you need time prior to your wedding to set up or time after to break down, site rental fees apply for these days as well.

Organizer should submit the completed reservation application form, event permit form, site application, deposit and fees, and any additional accompanying materials to the Outer Banks Visitors Bureau 45 days prior to the scheduled wedding.

Organizers with an expected attendance of more than 500 people may be asked to meet with the Outer Banks Visitors Bureau and Town of Nags Head prior to the application process to proactively identify aspects requiring special attention or additional planning.

The application may be rejected if all documents are not included when submitted.

Submit completed materials to:

Events Manager
Outer Banks Visitors Bureau
One Visitors Center Circle
Manteo, NC 27954

RATES/FEES:

Site Reservation Fee:	\$200.00	
Site Rental Fee:	\$3,000.00	Includes site coordinator fee.
Site Deposit:	\$1,500.00	Refundable if the site is returned to pre-event condition

Deposit and Fee are payable to the Outer Banks Visitors Bureau. Check or cash only.

If you need time for set up and break down prior to or after your wedding, be advised that site rental fees apply to these days as well. Please make your reservation accordingly. The remainder of any fees must be paid at least 14 days prior to the wedding. The reservation fee will be applied towards your total site expense once the use permit has been signed by both the Outer Banks Visitors Bureau and the Town of Nags Head.

Weddings exceeding their reserved time will be charged an hourly rate of \$100.00 per hour.

CANCELLATIONS: A full refund will be made if the cancellation is made at least 90 days prior to the scheduled use date. However, the Outer Banks Visitors Bureau reserves the right to withhold some or all of the monies paid if a cancellation happens within 90 days of the use date.

INSPECTION FEES: If using a tent 400 square feet or over, a tent inspection is required by the Town of Nags Head. This inspection can be scheduled by calling 252-441-5909. Inspection fee is payable to the Town of Nags Head.

ELECTRICAL FEES: \$90 per pole for 110v outlets/ \$140 per pole for 220v outlets. Checks payable to Outer Banks Visitors Bureau. Must be ordered and paid for at least 14 days prior to your wedding.

WATER FEES: \$500 deposit for water meter. Water usage charge will be deducted from the deposit amount. Must be ordered and paid for at least 14 days prior to your wedding. Please contact the Town of Nags Head at 252-449-4210 for set-up and payment.

Site deposit is returnable upon satisfactory completion of the agreement and compliance with all the policies and conditions listed herein. The organizer shall write a letter requesting a refund of their site deposit upon completion of the event. The site deposit will be refunded to the organizer named on the contract. The site deposit will not be returned if the Site is not returned to pre-event condition.

Any charges in excess of the site deposit will be billed to the Organizer named on the contract. The Outer Banks Visitors Bureau and Town of Nags Head reserve the right to take legal action to collect any monies due and will seek attorneys' fees.

The Outer Banks Visitors Bureau reserves the right to change the rates and negotiate terms of the contract dependent on the extent of the impact to the Site.

SITE USAGE POLICIES

The Organizer is responsible for all injuries to any/all guests. Organizer is required to furnish a "Certificate of Insurance for Public Liability Insurance," Commercial Liability Insurance, or Special Event Liability Insurance naming the Outer Banks Visitors Bureau and Town of Nags Head as additional insured in the "per occurrence" in the amount of no less than \$1,000,000.

Tents of 400 sq. ft. or more require an inspection by the Town of Nags Head Fire Dept. Call 252-441-5909 for further information and to schedule an inspection. See page # for more information on tents requirements.

No rice, confetti, paper lanterns, or fireworks may be used at the Site. Bubbles are permitted. Banners may be hung at the Site in accordance with the Town of Nags Head Sign Ordinance. Organizer must make every effort to protect the Site and the surrounding grounds.

There are no public restrooms at the Site. The use of portable restrooms will need to be taken into consideration when planning your event. ***The restrooms at the Harvey Estuarine Site are not to be used in conjunction with the event.***

Access to and from US 158 must be available at all times.

Organizers that wish to serve alcohol on the Site must apply for approval from the Town of Nags Head Police Chief and must obtain a limited special occasion permit from the North Carolina Department of Alcoholic Beverage Control Commission. The North Carolina Department of Alcoholic Beverage Control Commission permit must be displayed at all times that alcohol is served.

The planned use of cooking and/or use of open flames must be approved by Outer Banks Visitors Bureau in consultation with the Town of Nags Head Fire Marshal prior to event.

There is no preparation space, kitchen space or equipment for caterers.

Electrical cords extending from the or from the main light poles or the main panels are the responsibility of the Organizer and must be in good working order/condition and must be securely covered in areas of foot traffic.

Organizer is responsible for all damages to property and equipment. Organizer must take preventative action to prevent damages, i.e., the use of drip pans for cooking or motorized equipment. The Event Organizer representative and the Outer Banks Visitors Bureau will review Site grounds prior to and after use. Marring or staining of any surfaces of the Site grounds is prohibited. Damages shall be deducted from the Site deposit and any balance due will be billed to the Organizer. The Outer Banks Visitors Bureau reserves the right to take legal action to collect any monies due and will seek attorneys' fees.

Refuse and recycle cans are the responsibility of the Organizer. Usually when a reception is catered the caterer disposes of the solid waste/recyclables off-site. The Organizer is responsible for all cleanup of Site and surrounding area. Organizer will incur an additional expense for any costs to return Site to pre-event condition. These costs will be deducted from the security deposit. Trash must be removed from Site and placed in designated areas.

Weather is at Organizer's own risk. Under certain, uncontrollable weather circumstances, an Organizer may reschedule. Rain dates are subject to availability and are negotiable with the Outer Banks Visitors Bureau.

Noise – the Town has a noise ordinance which can be found in its entirety at www.nagsheadnc.gov Music is allowed in the background. All individuals shall maintain appropriate and respectful behavior at all times. Public disturbances, including lewd or vulgar language and excessive noise, are prohibited. The sound, lighting, and noise ordinances of the Town of Nags Head must be obeyed at all times. The Town of Nags Head Police Department will resolve any noise or lighting complaints. Any special lighting and sound requirements should be detailed in the application.

If using small unmanned aircraft photography over public property this application must be accompanied by a small unmanned aircraft operations approval from Nags Head's town manager for each drone operator (the form is available at www.nagsheadnc.gov.) Please describe how, when, and where the aircraft will be operated during the event and provide the names of each operator.

Violation of any laws prevailing in the Town of Nags Head by any person while in attendance may be sufficient grounds for termination of the event, with forfeiture of fee and security deposit. Failure to comply with these policies and conditions can result in immediate termination of the event, with forfeiture of fee and security deposit. Event Organizers that violate the policies and conditions listed herein may be denied the privilege of scheduling future events at the Site.

Outer Banks Visitors Bureau and the Town of Nags Head reserve the right to require that additional security be provided for any event at the Site.

The Outer Banks Visitors Bureau and the Town of Nags Head accept no responsibility for loss, damage, or theft of event equipment or property on the Site.

Town of Nags Head Tent Inspections

Contact the Chief Building Inspector at 252-441-5508 and secure an electrical permit for all proposed electric service to the tent.

Install on tents posts or assigned poles, ABC type fire extinguishers, in a conspicuous location, equal distant apart in the tent; number based on the size of the tent. Install fire extinguishers in the food service tent.

Tent sides require additional designated exiting and exit lighting.

Exit areas must be marked with an illuminated exit sign. Two separate power sources are required, one of which shall be an approved emergency system, if total occupancy exceeds 300 people. In addition, battery backup emergency access lights must be placed to illuminate the path of travel to exit areas in case of a power failure.

Install lighting to provide appropriate levels of ambient light in the facility and light pathways to exits, no less than 1 foot candle at the floor level in the facility. This lighting shall be supplied from a separate circuit or source of power. Chandeliers must be installed in a manner capable of supporting their weight.

Maximum occupancy shall be posted in the tent at all times during the event.

NFPA 701 Flame spread rating affidavit for the tent, carpet and all decorative materials is required for review by the fire official. This information can be faxed to 252-441-8268.

A required 20 foot fire lane shall be maintained leading to the tent. A required twelve foot passageway on all sides of the tent, free of all guy ropes and other obstructions, must be available for firefighting operations.

NO Smoking signs must be conspicuously posted on all walls of the tent. No cooking or fireworks are permitted. Sterno heat cans may be used to maintain food temperature. Food service areas shall be in a separate tent, not occupied by guests and at least 20 feet away from the assembly tent. No LP gas shall be stored inside any tent or canopy.

The tent shall be adequately braced and anchored to withstand the elements of weather and prevent against collapsing.

Chair and table seating configurations must not block exit areas and a minimum of 44 inch aisles shall be maintained between seating areas.

An appointed crowd manager shall maintain that all exits are available, maintain a fire watch, extinguish fires, verify occupancy load and report emergencies.

Any decorative materials or flame producing equipment must be approved by the fire official.

Submit a \$50.00 tent inspection fee to the 2nd floor receptionist at Nags Head Town Hall.

Tent inspection for compliance with these requirements must be completed before occupancy.

An event permit form with a site management plan is required for weddings that expect more than 100 attendees.

- a. Evaluate requests for Town assistance and costs to be charged as associated with the event,
- b. Determine and schedule what types of Site inspections may be needed,
- c. Evaluate parking, Site access and traffic controls,
- d. Evaluate crowd controls and flow, and Site requirements for bathroom, water and other facilities that may be required to protect the health and welfare of the participants,
- e. Confirm that State ALE, and County Health Department requirements have been met, and
- f. To assign and charge any fees associated with use of Town personnel
- g. Schedule repeating events.
- h. Events Site and management plan shall include:
 1. Contact information and cell phone for the person in charge of the event.
 2. A brief description of the event with an estimated number of expected participants. Ticketed events should indicate the maximum number of tickets that will be sold.
 3. A Site plan map showing:
 - The location of all temporary structures, including tents, stages, concessions, bathroom facilities, or other activity areas.
 - Traffic and parking plan indicating Site ingress/egress, traffic flow direction, designated parking areas, and the number of parking spaces. If off-Site parking is anticipated, plan must indicate where off-Site parking will be located and document approval from those property owners.
 - The amount, type, and location of temporary signage, subject to the provision of 48-283, and the following:
 - Directional signage less than twelve (12) square feet may be located at strategic locations to direct pedestrians and motorists;
 - Temporary advertisement, sponsorship, or commercial signage shall be directed internally to the event itself, and shall not be located adjacent to or addressing adjacent properties, the US158 right-of-way or the Beach or Sound.
 - Temporary signs shall be displayed only during the actual time period of the event and shall be promptly removed at the close of such event.
- i. Attachments related to documentation pertinent to the planned event, including but not limited to:
 1. Approvals required from other agencies (ALE, State Health Department)
 2. Off-Site parking arrangements
 3. Proof of insurance related to the event

Weddings with 500 or more guests must complete *The Town of Nags Head Emergency Action Plan for Special Events with Over 500 Attendees*.

I have received and read a copy of the rules and regulations overseeing the use of The Soundside and ensure our group will comply with the regulations, policies, and fee schedules governing use of the Site.

Organizer(s) Signature

Date

Phone Number

The Soundside CHECKLIST

Please read all guidelines, policies and rates. All forms are submitted to the Outer Banks Visitors Bureau.

No more than 1 year prior to your wedding, submit:

- Reservation application form with the \$200 reservation fee.
Check payable to Outer Banks Visitors Bureau.

45 days prior to wedding, submit:

- Final event permit form
- Signed copy of the release and indemnity agreement for facility use
- Signed copy of the site guidelines, policies and rates
- Remainder of the Site rental fee
- Draft parking plan
- Draft Site plan

14 days prior to wedding, submit:

- Final Site plan
- Final Parking plan
- NC ALE permit
- On-site Electricity and water tapping
- Proof of Certificate of Insurance for Public Liability
- Site deposit

3 Days prior to the wedding

- Walk through Site with Outer Banks Visitors Bureau and Event Organizer representatives

Day of wedding:

- If applicable, inspection fee, due to the Town of Nags Head
- Be sure to have all permits, licenses, etc. on hand at site.

Post wedding:

- Walk through Site with Outer Banks Visitors Bureau and Event Organizer representatives
- Submit letter for refund of Site deposit

The Soundside
Outer Banks Event Site
6800 S. Croatan Hwy
Nags Head, NC 27959

Reservation Application Form

WEDDING ORGANIZER NAME: _____

SITE RESERVATION DATE(S): _____

(Be sure to include your set up/breakdown dates, and rain date [if applicable])

ACTUAL EVENT DATE(S): _____

SITE RESERVATION START DATE: _____

SITE RESERVATION END DATE: _____

NUMBER OF ATTENDEES: _____

WEDDING CONTACT: _____

MAILING ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE + 4 digits: _____

HOME #: _____

WORK #: _____

CELL #: _____

EMAIL: _____

TYPE OF EVENT: _____

HOW DID YOU HEAR ABOUT US? _____

Please send this form and the \$200.00 reservation fee to Outer Banks Visitors Bureau. The reservation fee will be applied to the total rental expenses once the Event Permit form has been approved by the Outer Banks Visitors Bureau and the Town of Nags Head. The reservation fee becomes non-refundable if the Organizer should cancel within **90 days** of the scheduled event date.

Reservations for The Soundside are on a first come, first served basis and may be made no more than one (1) year in advance. Any group or organization that establishes an annual public activity on a specific day or date will have 14 days after the event to reserve the same day or date for the following year. After 14 days, the date will become open and available for reservation.

I hereby certify that I am the authorized and responsible representative of the petitioning group; that the above statements are true to the best of my knowledge; that I have received and read a copy of the rules and regulations governing the use of The Soundside property and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

Organizer(s) Signature

Date

Local Phone Number

**Town of Nags Head – Dare County Tourism Board
(dba Outer Banks Visitors Bureau)**

Release and Indemnity Agreement for Facility Use

WHEREAS, the undersigned has requested the use of The Soundside event Site owned or operated by the Town of Nags Head and the Dare County Tourism Board (the "Owners"), located at 6800 S. Croatan Hwy. Nags Head, NC and do engage in activities for the exclusive benefit of the undersigned.

NOW, THEREFORE, In consideration of the mutual promises or other good and valuable consideration, the undersigned does hereby for himself/herself, his/her heirs, executor, employers, successors, of himself/herself or of his/her employees, administrators, and personal representatives, I/We/The Organizer), _____ understand and agree to the following:

The Owners shall not be liable for any damage to property or person by reason of the Organizers use or occupancy of the Premises and the Organizer agrees to save the Owners harmless from and against all claims, suits, demands, actions, and the cost and expense thereof, including attorney's fees, arising out of any property damage or personal injury occurring as a result of applicant's use of the Premises. *The Organizer further specifically agrees that it will procure and keep in full force at its expenses, Commercial Liability Insurance in an amount not less than \$1,000,000.00 per occurrence, which policy or policies of insurance shall show the Owners as additional insured. Organizer will cause a certificate of insurance to be furnished to the Owners evidencing such coverage and said policy shall provide that said insurance may not be cancelled without written notice to the Owners at least thirty (30) days prior to any cancellation.

I/We/The (Organizer), _____ hereby declare that the terms of this Release and Indemnity Agreement have been fully read and understood by me, and freely and voluntarily entered into and accepted by me, and I hereby acknowledge that I have read and understand this agreement. This agreement shall be in full force and effect any time after the execution thereof.

Print Name

Signature

Date

*If Organizer is renting as an individual, the commercial liability insurance is not required. It is understood that the individual's homeowner's policy may apply. Please consult with your insurance agent or carrier. This statement does not act as a waiver of any of the other conditions of paragraph 3 cited above. If the individual renter has an organization, commercial entity or other recognized entity providing any assistance or services then that entity or organization is required to carry commercial general liability insurance with the specified limits and is required to provide the Town of Nags Head and Dare County Tourism Board with a certificate of insurance as noted above.

THIS PAGE MUST BE SUBMITTED WITH THE FULL APPLICATION

The Soundside
Outer Banks Event Site
6900 S. Croatan Hwy
Nags Head, NC 27959

Event Permit Form

1. Wedding Organizer Name: _____

Address: _____

Email Address: _____

Telephone: _____

2. Name and address of Organizer (if different from above):

3. Actual Dates (s) of event: _____ Site rental dates (move in/move out): _____

4. Hour(s) for which permit is desired: _____

5. Estimated attendance: _____

7. Please show by Site plan the following (template provided):

- a. Boundaries of main event area within entire Site
- b. Participant activity areas and access points (crowd flow)
- c. Number and location of concessions, stages, or other event activity areas
- d. Parking locations, estimated capacity and traffic circulation
- e. Location of medical services if needed
- f. Promotional signage - all signs must comply with the Nags Head Zoning ordinance
- g. Location and number of trash and recycling receptacles
- h. Location and number of sanitary facilities

- i. Size and location of tents or canopies
- j. Location and number of generators or poles to be rented
- k. Lighting and/or audio plan

8. General narrative of Site plan elements:

- a. Name(s), email addresses, and cell/telephone number(s) of designated *Crowd Control Manager* and any other representative(s) and responsibilities or titles, who will be responsible for maintaining contact with Bureau and/or Town personnel throughout the event. This can be the wedding coordinator:**

- b. Explain below participant activity area and crowd access points shown on plan:**

c. Information on designated parking areas, estimated capacity, and a traffic flow pattern. Indicate if off-Site parking is to be used to accommodate the event and attach letter from that property owner verifying how many excess parking spaces will be available for the event. The Site can accommodate up to 750 total guests with on-Site parking. Higher capacity is possible but will require a plan for off-Site parking in addition to parking at the Site. Capacity is based on the peak attendance at one time during the event. **(Organizer CANNOT use the Harvey Estuarine Site as part of their plans for parking or infrastructure)**

d. Describe use of parking and event staff or other personnel regarding crowd and traffic control. Indicate if Event Organizer will hire Town patrol officers or have other requests regarding traffic control, security, or other assistance:

e. Fire control and prevention including safety precautions and additional Fire and Prevention Life Safety Plans as necessary. On Site cooking appliances and tents of 400 sq. ft. or more need Fire Dept. inspection:

f. Provisions for emergency medical services and first aid:

g. Describe temporary structures, bathroom facilities and use of Town electricity, water, or other sources (Town building inspections will be required for power needs and structures.)

h. Provisions for collecting recyclables, and solid wastes:

i. Sanitary Facilities: Describe what facilities will be provided: *The restrooms at the Harvey Estuarine Site are NOT available for use during any event held on the Site.*

9. List all vendors and concessions (attach sheet if necessary):

10. Alcohol consumption during event: ☐ Y ☐ N

☐ Beer ☐ Liquor ☐ Wine

☐ NC ALE Permit(s) attached ☐ Town Business License for alcohol sales

11. List all temporary signs to be displayed during the event:

(Note: all signs shall be located within the boundaries of the event area and be directed internally. Signage shall be promptly removed once event is concluded.)

Kevin Zorc
Fire Chief

Shane Hite
Deputy Fire Chief

Chad Motz
Ocean Rescue Captain

John Harris
Fire Captain

Chip Holcomb
Fire Captain



Nags Head Fire & Rescue

Post Office Box 99
Nags Head, North Carolina 27959
Phone 252.441.5909
Fax 252.441.8268
www.nagsheadnc.gov

John Kenny
Fire Captain

Wayne Kidd
Fire Captain

James Moseman
Fire Captain

Phil Wolfe
Fire Captain

Town of Nags Head - Emergency Action Plan For Special Events – Over 500 Attendees

Event Name

Date of Event

- 1) Who will serve as the Emergency Action Plan representative and point-of-contact for your event?
- 2) Will there be on-site medical care? If yes, provide details and contact information.
- 3) Will there be on-site security? If yes, provide details and contact information.
- 4) How will you broadcast emergency information to your vendors and event attendees, both before and during your event?
- 5) How do you plan to evacuate people from your event footprint in the case of an emergency? Where are the emergency exits?
- 6) If evacuation is not possible, what is your plan to shelter in place?
- 7) How do you plan to ensure emergency vehicle access at this event?
- 8) How are you planning to monitor weather conditions and what will be your protocol for a weather-related event cancellation?
- 9) Are there any special hazards at this event? (example – cooking related fires, environmental emergencies). List them and explain how you are managing these hazards, including a list of all relevant safety equipment that will be present at event.
- 10) As needed, provide additional contact information and special roles for anyone involved with emergency management at this event, such as crowd managers, additional event managers, security supervisors, etc.
- 11) Please provide a site plan for your event and identify key elements of the emergency action plan.

FOR TOWN USE ONLY

Comments/or restrictions imposed by Police, Fire, Zoning, Health Department, or Other:

APPROVED BY:

DATE:

Dare County Tourism Board

REVIEWED BY:

Planning & Development Director

Fire Chief

Police Chief

Dep. Public Works Director

Town Manager

The office of the Town Manager, PO Box 99, 5401 S. Croatan Hwy, Nags Head, NC 27959; 252.441.5508

