



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

## **Guidelines, Policies & Rates**

### **General Overview:**

Located soundfront in Nags Head, The Soundside, is approximately 10 acres of green space available for rent to any festival, fair, or large event. The Soundside, hereafter referred to as the Site, is rented **“as is”** and is available for rental daily until 11:00 pm, unless otherwise specifically permitted by the Town of Nags Head. The Dare County Tourism Board (dba Outer Banks Visitors Bureau) and Town of Nags Head reserve the right to exclude certain days from rental.

An Event Organizer is defined as the person(s) or organization responsible for the event.

### **GUIDELINES:**

All paperwork must be submitted to the Outer Banks Visitors Bureau.

Please reserve the Site with consideration of your set up and break down. If you need time for set up and breakdown prior to and after your event, Site rental fees do apply for these days as well.

The Event Organizer must submit its full event Site permit, Site deposit, Site fees and accompanying materials to the Outer Banks Visitors Bureau as per the checklist within the Rental Information and Application document. Applications submitted less than 45 days prior to scheduled event will be subject to availability and negotiation with Outer Banks Visitors Bureau. Event 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 of the event requiring special attention or additional planning.

Submit the reservation application form, event permit form, release agreement and all checks to the Events Manager, Outer Banks Visitors Bureau, One Visitors Center Circle, Manteo, NC 27954.

The application may be rejected if all documents and payments are not provided by the stated deadlines.

## SITE USEAGE POLICIES:

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

All necessary Town of Nags Head permits and inspections are the sole responsibility of the event organizer.

All Event 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 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.

Event Organizers are responsible for securing a vendor for trash/recycle collection. Refuse and recycle cans are the responsibility of the Event Organizer. The Event Organizer is responsible for all cleanup of Site and surrounding area. Event 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. The Town of Nags Head does not provide trash collection service for the Soundside event site.

No rice, confetti, ballons or paper lanterns 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. Event 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 or adjacent Dairy Queen property are not to be used in conjunction with the event.***

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.

If you are planning on serving food at your event, you will need to obtain a Temporary Food Establishment Permit, please contact the Dare County Health Department, (252) 475-5083 to request an application.

Water is available on-site but is not suitable for cooking or drinking. The cost is \$200 per event, and a hose is required to connect to it.

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

On site electricity is available at the Soundside Event Site. The electrical outlet layout is available upon request. ***Orders must be placed at least 14 days prior to the event; see application for pricing.***

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

On site Wi-Fi is available at the Soundside Event Site. ***Orders must be placed at least 7 days prior to the event; see application for pricing.***

The Event Organizer is responsible for all damages to property and equipment. Event 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 Event Organizer. The Outer Banks Visitors Bureau reserves the right to take legal action to collect any monies due and will seek attorneys' fees.

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.

Overnight camping at the Soundside Event Site is prohibited; however overnight security may be allowed with prior approval from the Outer Banks Visitors Bureau and Town of Nags Head.

Access to US 158 must be available at all times.

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

Bicycles may be parked on the Site. The Outer Banks Visitors Bureau and the Town of Nags Head accept no responsibility for loss, damage, or theft of bicycles kept, parked, placed or stored on the Site.

All individuals shall maintain appropriate and respectful behavior at all times. Public disturbances, including lewd or vulgar language and excessive noise, are prohibited.

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](http://www.nagsheadnc.gov).) Please describe how, when, and where the aircraft will be operated during the event and provide the names of each operator.

The Outer Banks Visitors Bureau reserves the right to send out a licensed operator to use an unmanned aircraft for event filming and destination marketing purposes.

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.

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.

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 will not accept any deliveries pertaining to the event, vendors, or Event Organizers at the Site.

Between June 15<sup>th</sup> and September 7<sup>th</sup>, The Soundside event site shall only be rented to events which can be self-contained within the site.

The Outer Banks Visitors Bureau may refuse peak season rentals if, in its sole and unfettered discretion, there is a reasonable potential for event overflow or for any other reason which is contrary to the public health, safety and welfare.

The above shall not limit the Outer Banks Visitors Bureau from prohibiting or restricting other rentals at any time and for reasons consistent with the above.