**The Soundside**

Outer Banks Event Site

6800 S. Croatan Hwy

Nags Head, NC 27959

**Reservation Application Form**

Event Name:    Click here to enter name.   Actual Event Date(s):  Click here to enter event date.

Actual Event Times: Click here to enter text.

Site Reservation Start & End Dates:  Click here to enter dates to reserve event site.

*(Include your move-in and move-out dates)*

Number of Attendees:  Click here to enter the number of attendees.

Name of Event Organizer:  Click here to enter your name.

Are you a non-profit? [ ]  Yes [ ] No

Mailing Address:   Click here to enter event organizer mailing address.

Contact Number:   Click here to enter phone #. Cell Phone Number: Click here to enter cell #.

Contact Email:  Click here to enter your contact email.

Type of Event: Click here to explain your 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 event planner 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.

Event Organizer Signature(s): Click here to enter signature. Date: Click here to enter date.