



## CURRITUCK BEACH LIGHTHOUSE

1101 Corolla Village Road

Post Office Box 58, Corolla, NC 27927

252-453-8152 (phone and fax); email: [info@currituckbeachlight.com](mailto:info@currituckbeachlight.com)

### FEE SCHEDULE, PROCEDURES AND POLICIES FOR WEDDING CEREMONIES

#### Security Deposit and Fee Schedule

- Fee for wedding or other event \$ 500.00

#### Procedure for Booking Wedding

1. Visit or telephone site manager to **set date and time** of event and request *Wedding Ceremony Agreement*.
2. Return two original copies of signed *Wedding Ceremony Agreement* with fee.
3. Confirm final plans with executive director two weeks prior to the scheduled event.

#### Event Policies

- Events may be scheduled between 9:00 a.m. and 5:00 p.m.
- Events must take place in the southwest corner of the site.
- Event set-up must take place on the day of the event
- Arrangements for chairs, tables, tents, and decorations are the responsibility of the Lessee
- Bird seed may be used; rice, confetti or other artificial materials are prohibited
- Portable music or bands are allowed within the terms of the *Events Agreement*
- The site shall be used as is; without rearranging benches, plants or other materials.
- A staff member will be on duty and present on the site
- No dress changing facilities are available at the site
- Restrooms are available in season only (April through November) across the parking lot
- The lighthouse and grounds will remain open during operational hours (9-5 daily)
- Motorized vehicles are prohibited within the fenced compound
- The regular \$7 per person fee and sign-in requirement shall apply to guests who wish to climb the lighthouse



## WEDDING CEREMONY AGREEMENT Currituck Beach Lighthouse

**Checks payable to:**

**Outer Banks Conservationists, Inc. (OBC, Inc.)**

**Post Office Box 58, Corolla, NC 27927**

**Telephone: 252-453-8152; Email: [info@currituckbeachlight.com](mailto:info@currituckbeachlight.com)**

THIS AGREEMENT is made and executed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Outer Banks Conservationists, Inc., a nonprofit organization restoring and maintaining the Currituck Beach Lighthouse and compound in Corolla, N.C. and existing under the laws of the State of North Carolina, hereafter referred to as the "Lessor," and (name) \_\_\_\_\_, of (city\state) \_\_\_\_\_, hereafter referred to as the "Lessee." The Lessee acknowledges and agrees to be bound by the following terms of this Agreement.

1. **FEES:** The Lessee hereby agrees to pay to the Lessor a rental fee of **\$500** for use of the premises as set forth in this Agreement. The rental fee is due upon execution of this Agreement. If the Lessor does not receive the executed Agreement and fees within 30 days of making a reservation, the Lessee will forfeit all rights to use the property. The **Fee Schedule**, Attachment A, is incorporated by reference.
2. **USE OF PREMISES:** The Lessee reserves the premises for \_\_\_\_\_, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The intended use of the premises is for a wedding ceremony, which is scheduled to begin at \_\_\_\_\_. The time of the reservation extends an hour before and two hours after the scheduled commencement of the ceremony, except as noted in the Duration terms of this contract. No other use of premises is allowed or allowable under the terms of this Agreement. Under the terms of this agreement, the Lessee is entitled to the use of a designated portion of the grounds. In no way will the event impede the flow of the public accessing the Lighthouse or Museum Shop via the brick walkways. Prior written approval from the lessor must be obtained if the Lessee intends to erect anything on the lawn areas (i.e., tent, altar, arbor, etc.). The Lessee expects that \_\_\_\_\_ persons will be in attendance at the function. The Lessee understands and acknowledges that the normal operating uses of the premises by the Lighthouse and Museum Shop are not superseded by this Agreement.
3. **DURATION:** Under no circumstances shall the term of rental extend beyond 5:00 p.m. when site closes for the day. Materials used for the event (tents, chairs, tables, etc.) must be removed by 8:30 a.m. the following morning.
4. **SUPERVISION:** The Lessee agrees that the Lessor shall supervise the function or activity at all times. All set-up and preparation for the function/activity shall be the sole responsibility of the Lessee. The Lessee also assumes full responsibility for the cleaning of the premises at the conclusion of its use and likewise assumes full responsibility for theft, damage, or clean up, repair, or maintenance necessitated by the use of the premises. Liability for such theft or damages, aside from ordinary wear and tear, shall not be limited to the amount of the fee received with this reservation.

5. **CLEAN UP:** Clean up shall consist of returning the premises and grounds to the condition in which they were found and said clean up must be completed at the conclusion of the function/activity, and within the duration of the rental as set forth in this agreement, unless other arrangements have been made and approved with the site manager in advance, as specified and documented in writing. The premises shall be inspected by a representative of the lighthouse staff following the clean-up, and the Lessee shall be notified within ten (10) days following the event of intent to assess the Lessee for expenses for additional clean-up or other damages.
  
6. **RELEASE OF LIABILITY:** The Lessee shall assume all responsibility and liability for any and all injury or damages that may arise from any accident that occurs in, on, or about the premises or any other area that is in control of the Lessee, or that occurred as a result of the Lessee's planned event. Further, the Lessee shall indemnify and hold harmless the Outer Banks Conservationists, Inc., the Museum Shop, their officers, agents, and employees, from all responsibility, against any and all claims made or filed by parties injured or damaged in an accident as provided herein or whose property is damaged or destroyed in an accident as provided herein.
  
7. **CANCELLATION:** The Lessee is required to give the Lessor timely notice of intent to cancel the reservation contained in this agreement in order to receive a rental fee refund. Moneys shall be refunded if said cancellation notice is given at least two weeks prior to the scheduled reservation date with the Lessor retaining a \$50 forfeiture fee. Should the Lessee give the Lessor less than fourteen days notice of cancellation the Lessor shall have the right to retain all fees and deposits.
  
8. **RULES:** The following specific rules shall apply to the use of the premises:
  - A. Lessee shall not use the logos, trademarks, or other symbols associated with Currituck Beach Lighthouse or Museum Shop without prior written permission by the Lessor.
  - B. No loud or boisterous activities shall be permitted.
  - C. No decorations or other items shall be attached to or placed on the walls, window frames, windows, floors, doors, or any wooden areas. The site must be used as is. There will be no rearranging of benches, plants, etc. for the event.
  - D. The use of crepe paper and tape are expressly forbidden.
  - E. No dumping of ice is allowed on the porches, walkways, or lawns.
  - F. Portable music or bands are allowed.
  - G. Birdseed may be used. Rice, confetti, and other man made celebration materials may not be used.

IN WITNESS THEREOF, the parties have executed this Agreement in Corolla, Currituck County, North Carolina, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Lessor (Site Manager, Outer Banks Conservationists, Inc., or representative)

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Lessee (Responsible Party: name and address)

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