

**Chicamacomico Historical Association**

**Wedding Application**

P.O. Box 5

Rodanthe, NC 27968

Phone: 252-987-1552 Fax: 252-987-1559

clss@embarqmail.com www.chicamacomico.net

**Instructions**

Please read and complete all fields in the application. Contact us if anything is unclear. Mail, fax or email the signed, dated and completed application to the address listed above. Schedule a 30 Day Final Detail Appointment at least 3 months prior to the event date.

**Contract**

This document signed by both parties and the Event Coordinator constitutes an agreement (Contract) between The Chicamacomico Historical Association (Association) and the bride and groom (Client) to rent designated space within the Chicamacomico Historic Site (Site) for a wedding event. This Contract has been formed according to the guidelines listed herein. Amendments to the Contract may be made only by the agreement of all parties.

**The Date and Site is Reserved**

The Association’s representative will review the completed application, sign and return it to the Client. The signed document will be the Contract. The Contract reserves designated areas of the site for agreed upon times.

Client Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of the Ceremony: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times of the Ceremony - Beginning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Setup: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times of Setup - Beginning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Takedown/Cleanup: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times of Takedown/Cleanup - Beginning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed Application Received by Association: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Association Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Contract Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Information**

(If payment is not the same as the Client, please provide mailing info of the card holder)

PERSONAL CHECK #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card Type: VISA MASTERCARD DISCOVER

Name on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Security # \_\_\_\_\_\_\_\_\_

Date of Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chicamacomico Historical Association**

**Wedding Event Information and Guidelines 2014**

**Rental Fees**

The rental fee for an on-site wedding/reception is $1,000 with an advanced deposit of $350. The fee for an on-site wedding with no on-site reception is $550 with an advanced deposit of $200. The fee for an on-site reception with no on-site wedding is $550 with an advanced deposit of $200.Wedding Ceremony will be completed in 2 hours: Reception will be completed in 3 additional hours. “Extra Hours” can be booked at $100/hour.

**Appearance**

The site must be used as is.

**Public Access**

The site is not open to the general public on Saturday or Sunday.

**Event Coordinator**

The Association asks that the client work directly with an event coordinator. The coordinator will serve as the point of contact on site prior to during and after the event to insure compliance with these Contract Guidelines. The Coordinator will also be responsible for any lost and found items and for securing the site at the conclusion of the event.

**Photography**

Photography sessions are generally limited to the outdoor space throughout the grounds. General locations and details for pre-event photos sessions should agreed upon prior to the day of the ceremony.

**Decorations Allowed**

Freestanding decorations such as flower pots, shepherd’s hooks, etc., are allowed. Bubbles, flowers and flower petals are permitted, but must be cleaned up thoroughly after the event.

Signs, banners or additional decorations may be draped along the fence.

**Decorations Not Allowed**

Artificial petals/leaves, glitter, confetti, rice, balloons, fireworks (including sparklers), tiki-torches, and hanging signs on the outside of buildings or on the plants or trees is not permitted.

Signs, banners or additional decorations may not be taped, nailed, stapled or otherwise fastened to any of the structures on the property.

**Electricity**

The site is rustic with no exterior electric outlets. The client must supply a generator if power is necessary.

**Restrooms and Changing Areas**

Again, the site is rustic with no formal restrooms or changing areas. There are port-a-johns. Alternative restroom and changing areas are available and can be discussed during the early stages of planning with the Association.

**Pets**

Service pets are allowed on the grounds at all times. Pet dogs are permitted in the ceremony as long as the Dare County leash law is followed. The 30 Day Final Detail Appointment is the time to discuss pets.

 **Smoking**

The historic structures on site are constructed of highly flammable materials. Therefore, smoking is prohibited at all times throughout the grounds and in all structures.

**Parking**

There is a small gravel parking area that provides limited parking for guests. Limousines, charter buses, or vans must be parked in the parking lot. Therefore, groups are encouraged to car-pool and shuttle. Limousines, charter buses, an/or vans can be leased in the area.

**Setup Takedown and Cleanup**

The Association acknowledges wedding ceremonies at this site require a significant block of time for site preparation and setup. If necessary, rental companies may install tents and other items the day prior to the ceremony. Likewise, takedown may occur the day after the event. Garbage and recycling receptacles must be provided by the client. Spikes or other implements used in the erection of poles for tents or other temporary structures may be driven into the ground in locations approved by the Association.

**Vendors**

Vendors (florists, caterers, musicians, rental companies, etc.) must adhere to the terms of these guidelines. It is the client’s responsibility to share these guidelines with vendors. Clients must notify the Association of any vendors that need to setup the day before the event.

**Caterer Responsibilities**

Caterers are responsible for setup, takedown, and cleanup of the catered site. All trash must be disposed of in the designated areas. Any garbage, dirty dishes and/or food particles must not be left outside overnight, even in trash receptacles because of nocturnal animals in search of food.

**Alcohol**

Alcohol is permitted. Caterers must have a copy of a North Carolina ABC Permit on the premises if serving alcoholic.

**ABC Permit (“Limited Special Occasion Permit”)**

A North Carolina Limited Special Occasion Permit authorizes the client to bring fortified wine and spirituous liquor onto the premises with the permission of the Association and to serve those alcoholic beverages to the guests. An application for a Limited Special Occasion Permit must be completed. A $50.00 fee is charged. Permits under this section are to be issued only for limited circumstances and do not entitle the applicant or client to a hearing. To apply for this permit online, go to: www.ncabc.com.

**Wedding Rehearsals**

The ceremony site is also available to the client for the wedding rehearsal. The Association requests the rehearsal not conflict with routine site operations. Time is limited and rehearsal details must be agreed upon in the 30 Day Final Detail Appointment.

**Music**

Music must be discussed and approved in the 30 Day Final Detail Appointment due to sensitivity to our neighbors. Amplified music is allowed only during non-business hours. Non-amplified music may be allowed by approval. Microphones may be used during wedding ceremony and reception dinner until 10:00PM unless otherwise agreed upon. The event must comply with local sound ordinances.

**Dancing**

The ground cover within the site is predominately sand. A dance floor is recommended if dancing is part of the event.

**Nearby Alternative Reception Sites**

Clients may choose to have their receptions at an off-site location. The local Rodanthe/Waves/Salvo Community Building is immediately across the street from Chicamacomico and is an excellent venue for receptions. The facility has ample parking, restrooms, changing areas, a kitchen, tables, chairs, a stage and interior open area. This venue can also serve as a convenient backup location for the wedding ceremony should the weather not cooperate for an outdoor on-site event. Contact Susan Gray directly at (252) 305-7044 to reserve the space. There is no cost if the facility is reserved and not used. The rental fee is $500 if the Building is used.

**Emergency Response**

Dial 911 in an emergency. Dare County 911 will dispatch Sherriff’s Deputies, and/or the local Fire Department and EMS. The Outer Banks Hospital Emergency Room is north in Nags Head approximately 26 miles (approximately 32 minutes).

**Refunds**

Association staff will have spent considerable “billable” hours in meetings and conversations prior to the event. Details concerning refund procedures will be discussed during the 30 Day Final Detail Appointment. Refunds will be disbursed by check and will be processed within 2-6 weeks.

**Unforeseen Events**

The client cannot hold the Association responsible for failure to provide the basic facilities and services due to emergencies, catastrophes or interruption of public utilities. In case of mandatory evacuation for Hatteras Island or the Outer Banks during hurricane season, the Association will allow you to reschedule if possible and/or receive a partial refund. If any other incident were to occur preventing the event from taking place as scheduled, the Association will work with the client to reschedule, pending availability.

**Liability**

The client agrees not to hold the Association, its Board, staff and volunteers liable from suit, actions, damages and expenses in connection with personal injury, illness, property damage or theft resulting from the use of any facility at the site.

**Lost and Found**

The Association is not responsible for personal articles left unattended in any facility during an event or left after the conclusion of the event.

**Additional Logistical Details**

Logistical details not covered will be discussed during the 30 Day Final Detail Appointment.

**Final 30 Day Detail Appointment**

The 30 Day Final Detail Appointment is required prior to the event. Please set this appointment with the Association’s representative as soon as possible. All logistical plans including photographers, caterers, rental company needs, decorations, entertainment and all set up and delivery/pickup schedules, etc., will be addressed. The bride, groom and/or the Event Coordinator must participate in the meeting. The meeting can be in person on site, by phone or by electronic means.