



The Town of Manteo

Wedding Policy for Downtown Waterfront Public Properties Guidelines and Contract

The Town of Manteo is pleased that you are inquiring into the use of our public facilities for your special day. The Roanoke Marshes Lighthouse and Pier, The Waterfront Gazebo and The Lawn at the George Washington Creef Boathouse are open to the public for everyone's use and enjoyment. There is no exclusive use of these facilities.

The Town desires for there to be a clear understanding of our policies, guidelines and restrictions on these facilities. By having a clear understanding this will help make your day more enjoyable.

The Town wants the wedding party to understand that you are reserving a time for the use of these public facilities not the physical location. These public facilities are not "for hire." The fees collected are for administration duties only.

We value your interest in our town and welcome you to invite your family and friends to our island. Your event helps promote our special maritime history, culture and our local economy. We have many wonderful florists, caterers, reception sites, restaurants, wedding planners and photographers for your special event.

We only take reservations from the bride, groom and any wedding planner under contract.

We will only reserve two weddings a day on a first come first serve basis. We recommend you inquire about your special day well in advance of your event. These times are for ceremonies only.

To reserve a time for a wedding event, the Town requires both the bride and groom to acknowledge with policies 1-19 with their signature and signing of the attached form W and the liability release and express assumption of risk.

If a wedding planner is involved then the wedding planner must also sign form W and join in the liability release.

Congratulations on your upcoming event!

Two weddings a day will be allowed at either:

- The Roanoke Marshes Lighthouse and Pier (There is no usage allowed for the inside of the Lighthouse.)
- The Waterfront Gazebo
- The George Washington Creef Davis Park.

Two times a day are available:

4:00 pm to 6:00 pm or 6:30 pm to 8:30 pm

No weddings will be scheduled during the following

Calendar of Events in Manteo	
May	Blessing of the Fleet with Military Fly Over – 4th Saturday in May
June	Farmer’s Market (8:00am to 12:00 pm June through first Saturday in October)
	Dare Day – the first Saturday in June
	First Fridays 5:00pm to 9:00pm
July	4 th of July Celebration
	Regatta (to be determined)
August	New World Festival of the Arts 2nd Wednesday & Thursday in August
November	OBX Marathon Veteran’s Day Weekend
December	Lighting of Christmas Tree 6:00pm the first Friday in December Christmas Parade 10:30am the first Saturday in December

Applicants acknowledge the following policies:

1. **Non Exclusive Use & Acknowledgment of Public Facility and Time Slot**
 You are not guaranteed exclusive use of our public facility. The Town of Manteo is a desirable destination spot for visitors. By placing your initials next to number 1, this indicates your acknowledgment that this public facility is not as an exclusive rental of this area or site. Reservation are for your ceremony only, and not your reception. During your reserved time, other Town-sponsored events may also be scheduled in other areas of the park and/or facilities.
2. **Equal Consideration**
 The Town books time with the wedding party only. We do not book time with wedding planners, florists, caterers, photographers and the like industry professionals
3. **No Other Weddings**
 Once your paperwork and fees have been processed we will not book another wedding for the same time.
4. **Rehearsals**
 We do not book time for rehearsals.
5. **Seating**
 Limit of 30 Chairs at the Marshes Lighthouse and 50 Chairs at the Waterfront Gazebo. Rental chairs or benches are allowed in the grass area at George Washington Creef Davis Park. Limited to 100 chairs. Chairs must be folded and stacked right after the ceremony. No exceptions. You must arrange same day pick up from your rental company.
6. **Unattached Floral Arrangements / Decorations / Huppas /**
 Unattached Floral decorations and huppas are allowed. Decorations must be removed immediately after the ceremony. Decorations can not be attached to any structures, vegetation, or town owned furniture.
7. **Tents**
 No tents are allowed.
8. **Alcohol**
 No alcohol is allowed.
9. **Pets and Dog Droppings**

Dogs are allowed on the lawns, the pier and the light house landing on leashes. If your dog or dogs in your party leave dog droppings it is your responsibility to clean it up

10. Trash, Clean Up and Clean Up Fees

You must take any trash with your after your ceremony. No exceptions. If you leave trash the booking party will be assessed a \$250.00 clean up fee.

11. Cancellations by the Wedding Party

If your event is cancelled by the wedding party there will be no refund.

12. Cancellations Due to Hurricane or Natural Disaster

If Town or County officials call for an evacuation of Manteo due to a hurricane or natural disaster, the Town will cancel your time. You may reschedule the event or have your deposit returned.

13. Bubbles, Dove Releases, and Flowers

The above mentions items are allowed, however you must pick up flowers after your event.

14. Balloons, Candles, Rice, Birdseed and Artificial or real Flower Petals

The above mentioned items are not allowed.

15. Music

Live music such as string quartets or small ensembles are acceptable. Portable CD and other music devices are also acceptable.

16. Political and Fund Raising Events

The Town of Manteo does not book any time slots for political or fund raising events.

17. Moving of Town Furniture

The moving of Town picnic tables and benches is not allowed.

18. Parking

Parking is limited in downtown Manteo. Please allow time to walk to the ceremony site, car pool or hire a cab/limousine. Public parking is available at Festival Park.

19. Fireworks, Sparklers and Aerial Luminaries

Fireworks, Sparklers and Aerial Luminaries are not allowed. No exceptions.

I have read and accept the above Policies

Bride signature

Date:_____

Groom signature

Date:_____

Wedding Planner signature

Date:_____

Form W - ALL information must be provided (Please print clearly)

Bride's Name: _____

Groom's Name: _____

Contact Address: _____

City: _____ State: _____ Zip Code: _____

Home # _____ Work # _____

Cell# _____ Email: _____

Ceremony Date and Time Slot: _____
Month Day Year Time Slot

Wedding Planner Name _____

Contact Address: _____

City: _____ State: _____ Zip Code: _____

Phone # _____

Fee -Effective July 1, 2012 fee increased to \$500.00 All time slot fees are non refundable, except if an evacuation is called and due with your application. A trash fee of \$250.00 may be assessed to the booking party if Item #10 is not met. Effective Feb. 6, 2013 All active duty military and military veterans (effective 5-15-13) will receive a \$250.00 discount; to receive the discount proof must be supplied of their active duty or veteran status. Forms of payment accepted are check, money order, or cash (no credit or debit cards accepted).

I hereby acknowledge with my signature a full and complete understanding of the time slots requirements, conditions and payment between my wedding party and The Town of Manteo for my event. The fee is to accompany the signed application and contract and liability waiver in order to reserve the time slot for date of the event. The original must be sent to the Town of Manteo. Sending in these forms does not make for an automatic confirmation of your date and time. Only when all fees are processed, forms filled out and you receive a verbal and written confirmation from The Town of Manteo is your time slot considered booked. The contract for the time slot is between the bridal party and the Town of Manteo. Do not have the wedding planner sign the contract.

X _____ Date: _____

Bride's AND Groom's Signature

(Print Name Clearly) _____

Where you are staying: _____ Phone: _____

X _____ Date: _____

Wedding Planner Signature(if applicable)

(Print Name Clearly) _____

X _____ Date: _____

Town of Manteo Representatives Signature

Please mail or deliver original completed and signed contract and fee to:
Town of Manteo
ATTN: Becky Breiholz

PO Box 246
407 Budleigh Street
Manteo, NC 27954

LIABILITY RELEASE AND EXPRESS ASSUMPTION OF RISK

For and in consideration of the use of the time slot for the Town of Manteo's public facilities, I hereby assume responsibility and liability for any and all injuries or damages to persons or property which may occur, directly or indirectly, as a result of my use of the time slot for my planned event, whether such injury or damage occurs before, during or after such event. Also, I shall indemnify and hold harmless The Town of Manteo, their employees and agents from all responsibility against any claims filed by parties for any such injuries, acts and all damages.

In consideration of being allowed to reserve this time slot, I hereby personally assume all risks in connection with my actions and those of any service providers while on the Town's property and, for any harm, injury or damage that may befall me or those of any service providers, whether foreseen or unforeseen. I further state that I am of lawful age and legally competent to sign this liability release. I understand that the terms herein are contractual and not a mere recital, and that I have signed this document of my own free act.

I have fully informed myself of the contents of this liability release and express assumption of risk by reading it before I signed it on behalf of myself and my heirs.

X _____ Date: _____
Bride and Groom's Signature

Print Name Clearly: _____
X _____ Date: _____
Wedding Planner

Print Name Clearly: _____

X _____ Date: _____
Town of Manteo Representative

Note : All policies, contracts an liability forms are reviewed and updated twice a year as issues arise. The Wedding Policy, Guidelines and Contract may change without notice.