



Town of Sunset Beach Wedding Policy for Town Park

1. Non-Exclusive Use and Acknowledgement of Public Park and Public Facility.

Applicants are not guaranteed exclusive use or rental of the area or site.

2. Equal Consideration

Only the wedding couple can submit an application form.

3. Number of Weddings Per Month

Town limits one wedding in Town Park per month. Wedding Permits will be issued on a first come first serve basis.

4. Number of Guests and Wedding Party

Number of guests and wedding party combined cannot exceed 100 individuals.

5. Rehearsals

Town Park cannot be reserved for rehearsals.

6. Wedding Set-up

Tent and other wedding related items can be set-up no more than 24 hours prior to the planned event and must be removed before noon the following day after the planned event. The tent and wedding related items cannot impede use of the Town Park or other permitted events.

7. Seating

Rental chairs or benches are allowed in the grassy area and seating is limited to 100 chairs. Chairs must be folded and stacked after the end of the wedding. Chairs must be picked up the same day or in the event of an evening wedding, before noon the following day.

8. Unattached Floral Arrangements/Arches/Huppas Decorations

Unattached floral arrangements, arches, and huppas are allowed and must be removed at the end of the wedding. Decorations cannot be attached to any public structure, benches, picnic tables, swings and vegetation.

9. Tents

A single tent is allowed and cannot exceed 30 x 50 feet in size. It must be removed at the end of the wedding event or in the event of an evening wedding, before noon the following day.

10. Covered Seating Area

Wedding party may reserve the covered picnic area for the planned event. A separate use fee will be applied.

11. Alcohol

Alcohol may be served free of charge with a Special Occasion Permit issued by the North Carolina Beverage Control Commission.

12. Pets

Pets must remain on a leash and all pet owners are responsible for removing feces.

13. Trash

Trash must be removed from the Town Park immediately after the wedding event.

14. Bubbles, Dove Releases and Flowers

Items listed above are allowed. Flowers must be removed immediately after the wedding event.

15. Balloons, Non-Battery Candles, Rice, Birdseed, Confetti, and Artificial or Natural Flower Petals

Items listed above are not allowed.

16. Fireworks, Sparklers and Aerial Luminaires

Items listed above are not allowed.

17. Music

Live and recorded music must comply with the Town of Sunset Beach Noise Ordinance - Chapter 94.

18. Parking

Parking is limited and wedding guests are encouraged to carpool, walk or hire a cab/limousine.

19. Liability Release and Express Assumption of Risk

Wedding couple and wedding planner (if applicable) are required to sign the Liability Release and Express Assumption of Risk form at time of application.

20. Cancellations by the Wedding Party

Application fees are non-refundable. The Town staff shall issue a refund of event fees minus the application fee and any charges for Town services already provided or executed. With a minimum 30-day notice, a planned event date may be rescheduled for an available date occurring within 90 days of the original event date with no charge for a new application fee. Rescheduling of an event more than 90 days from the original event date will be considered a new application.

21. Cancellations Due to Hurricane or Natural Disaster

If the Town or County officials declare a State of Emergency due to a hurricane or natural disaster, the wedding party may reschedule the event or request a refund.

I have read and accept the Town of Sunset Beach Wedding Policies.

_____ Date _____
Wedding Party Signature

_____ Date _____
Wedding Party Signature

_____ Date _____
Wedding Planner Signature

Adopted this 6th day of November, 2017.

Town of Sunset Beach

Robert Forrester
By: Mayor

ATTEST:

Lisa Anglin
Town Clerk