



700 Sunset Boulevard North • Sunset Beach, NC 28468
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Hiram J. Marziano, II, Town Administrator

Wednesday, May 13, 2020

RE: Summer 2020 Beach Surf Chair Rental Program

Background

Due to the COVID-19 pandemic, Town Operations have been adjusted to protect the health and safety of the public and the Town employees. Because of the adjusted operations, programs offered to the public need to be adjusted. One such program is the Beach Surf Chair Rental Program. The Program exists to assist those with a need to access the beach.

Adjust Program Operations for Summer 2020

As Staff is working remotely and/or the Town Hall is not open to the public, an adjustment to the program is required. The process for rental of a beach surf chair shall follow the following steps:

1. Person desiring to rent a chair [Renter] calls 910.579.6297 and presses "0" for the front desk.
2. Front desk will confirm there is a chair available for rent for the desired dates.
3. Renter then goes to Town Website [<https://www.sunsetbeachnc.gov/>] to make an online payment by choosing the "**Recycling, Building Permit & Other Fees**" Link.
4. Complete the online payment form. In the field labeled "Purpose of Payment (REQ)" type the following: **Beach Surf Chair Rental**.
5. Finance will inform the front desk of the payment transaction within 24 hours.
6. The front desk will contact the Renter and set up a day and time for the chair to be delivered by the Town. The Renter must be present to receive the chair – signature will be required.
7. The Renter will need to set up a day and time to return the chair. The Town will come to the Renter to retrieve the chair and the Renter must be present – signature will be required.

Delivery and pick up of chairs will only occur Monday through Friday. No weekend services.

The fee is \$20 per three days. Arrangements for more than three days will need to be made during steps 1 and 2 above.

A handwritten signature in black ink that reads "Hiram J. Marziano, II".

Hiram J. Marziano, II
Town Administrator

Mayor: Shannon Phillips • Mayor Pro-Tem: John Corbett
Town Council: Jan Harris • Jamie Phillips • Tom Bormann • Charles Nern

Part of North Carolina's Brunswick Islands