



Wedding Ceremony Agreement

Island Farm

1140 N US Hwy 64

Post Office Box 721, Manteo, NC 27954

252-473-6500

islandfarm@obcinc.org

Fee Schedule, Procedures and Policies for Events

Security Deposit and Fee Schedule

The fee for a wedding or other large event is \$ 500.00.

Procedure for Booking a Wedding

1. Visit our [web page](#), [email](#) the Site Manager, or call to **set the date and time** of your ceremony.
2. Send a signed copy of the *Wedding Ceremony Agreement* together with full payment by cash or check. The agreement can be found on our website.
3. Confirm final plans with Site Manager two weeks prior to scheduled event.

Event Policies:

1. Events may be scheduled between 9 a.m. and 5 p.m.
2. Events shall take place in a designated area of the Farm, within the vicinity of the Etheridge Oak. Smaller events can take place near the Visitors Center picnic area.
3. Event set-up and break-down should take place on the day of the event.
4. Event supplies may be delivered to the site from the Etheridge Graveyard on Etheridge road where short-term parking is available during loading and unloading.
5. Portable music or bands are allowed, as long as the noise level is respectful of the normal operations of the historic site.
6. Parking is available at the Visitor Center off of Buzzy Lane.
7. Arrangement of chairs, tables, etc. and the removal of those items are the responsibility of the Lessee.
8. Bird seed may be used however, but rice, confetti or other materials are prohibited.
9. No nails, tacks, or tape will be allowed on any trees. These items could damage them.
10. Staff makes very effort to maintain a tidy site, but the event site is provided "as is."
11. Staff members will be on-site and the site will be open to the public.
12. Motorized vehicles are limited to paved roads, the shoulders of paved roads, and gravel parking areas.
13. Restrooms are available at the Visitors Center.

14. No dress changing facilities are available at the site.
15. Guests may visit the entire historic Farm during the event.
16. Neither Lessee nor any contracted services for the ceremony shall dig on-site for any reason.
17. Alcohol is prohibited on site.

Wedding Ceremony/Event Agreement

Island Farm

THIS AGREEMENT is made and executed on the _____ day of _____, 20 _____, by and between Outer Banks Conservationists, Inc., a non-profit organization restoring and maintaining "Island Farm" on Roanoke Island, just outside Manteo, North Carolina. 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.

- FEES:** The Lessee hereby agrees to pay the Lessor a rental fee of \$____ 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 rental fee above does / does not (circle one) include a \$250 fee for an ox-drawn wagon ride at the ceremony.
- USE OF PREMISES:** The Lessee reserves the premises for _____, the _____ day of _____, 20 _____. The intended use of the premises is for a _____, (Wedding Ceremony or Event) which will begin at _____. No other use of premises is allowed 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 entire Island Farm site. Prior written approval from the Lessor must be obtained if the Lessee intends to erect anything on the lawn area (i.e. Alter, Arbor, etc.) At no time will anything be attached to any trees or outbuildings. The Lessee reserves the right for _____ persons to be in attendance at the function. The Lessee understands and acknowledges that normal operating uses of the premises by the Island Farm are not superseded by this Agreement.
- DURATION:** Materials used for the event (chairs, tables, décor, etc.) must be removed by 8:30 a.m. the following morning.
- SUPERVISION:** The Lessee agrees that the Lessee shall supervise the function or activity at all times. All set up and preparation for the function or activity shall be the sole responsibility of the Lessee. The Lessee also assumes full responsibility for cleaning the premises up at the conclusion of its use and likewise assumes full responsibility for theft, damage, 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.
- CLEAN UP:** Clean up shall consist of returning the premises and grounds to the condition in which they were found and said cleanup 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, specified

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 Island Farm staff following 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, or around the premises or any other area that is in control of the Lessor, 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., Island Farm, their officers, agents and employees, from all responsibility, against any and all claims made or filed by parties injured or damages 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. Money shall be refunded if said cancellation notice is given at least two (2) weeks prior to the scheduled reservation date with Lessor retaining a \$50 forfeiture fee. If the reservation must be cancelled due to unforeseeable circumstances such as weather, the full price of the ceremony (minus the \$50 forfeiture fee) will be reimbursed.
8. **RULES:** The following specific rules, in addition to Event Policies of Schedule A, shall apply to the use of the premises:
 - A. Lessee shall not use the logos, trademarks or other symbols associated with Island Farm without written permission by Lessor.
 - B. No loud or boisterous activities shall be permitted. Portable music and small ensembles are allowed. Photography shall not disrupt visitors' experience of the Farm.
 - C. No decorations or other items shall be attached to or placed on trees or other permanent structures. The use of crepe paper, nails, tacks, and tape are expressly forbidden
 - D. Guest parking is not permitted along Etheridge Road or on the historic site. Short-term parking at the Etheridge Graveyard is for loading and unloading only.
 - E. Parking is provided at the Visitors Center; guests may walk back to the ceremony site.
 - F. Bird seed may be used, but rice, confetti or other artificial materials are prohibited because of the Farm chickens.
9. **PAYMENT:** Checks can be made payable to Outer Banks Conservationists or OBC, Inc.

IN WITNESS THEREOF, the parties have executed this Agreement in Manteo,
Dare County, North Carolina, this _____ day of _____, 20_____.

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

Lessee Signature (Name of Responsible Party)

Lessee (Mailing Address)

Lessee (Mailing Address, cont'd)

Cell Phone Number for Day of Ceremony