



Town of Duck

Wedding-Related Event Registration Policy

The qualities that make Duck a great place to live and vacation also make it an attractive location for weddings and special events. Large, well-appointed rental homes can be an ideal venue for large parties. It is important to remember that these homes are located in residential neighborhoods and these events, if not properly managed, can disrupt the quality of life for neighbors and other members of the community. The Town of Duck's economy is tourism based, and it is the position of the Town to encourage and facilitate properly planned events that are cognizant of residents, businesses, and other visitors. For this reason, Duck is asking event planners to fill out the attached form which documents the measures that will be taken to reduce event related impacts such as noise, parking, signage, and trash removal.

If you are planning a wedding-related event in the Town which involves more than 50 people, please fill out the attached form and return it to the Town of Duck Town Hall within 30 days of the event. This form will be circulated to neighborhood associations, the property manager or owner of the proposed venue, and the Town of Duck Police and Fire Departments in order to ensure that they are aware of your event plans and also so that they can contact you prior to or during the event, should this be necessary.

The Town of Duck's regulations for signage, noise, and trash removal can be found on the Town's website at www.townofduck.com and are referenced on the registration form. Please note that these regulations remain in effect at all times and failure to comply with Town regulations could result in penalties or fines as well as the possibility of event disruption or termination. Also, please note that the Duck Police Department will be routinely monitoring conditions during the course of the event, specifically to preempt issues related to noise and parking.

For more information or questions regarding the Wedding-Related Event policy, please call the Department of Community Development at (252) 255-1234 or visit the Town's website at: www.townofduck.com/planningzoning.htm.



WEDDING-RELATED EVENT REGISTRATION

(Please submit registration no later than 30 days in advance of a planned event.)

Submission Date: _____

PLEASE DO NOT LEAVE ANY BLANKS (MARK N/A AS APPROPRIATE AND USE ADDITIONAL SHEETS IF NECESSARY).

A. Contact and Event Information:

Date(s) of Event #1: _____ Time(s) of Event: _____

Event #2: _____

Event #3: _____

Event #4: _____

(Events may include wedding ceremony, reception, rehearsal dinners, brunch, etc.)

Event(s) will be held on private property at the following location/address:

Registrant Info: _____

Name(s): _____

Email: _____

Home Phone: _____ Cell Phone: _____

Address: _____

Name of responsible party that will be on-site and available the day of the event(s):

Cell phone number of responsible party on-site: _____

(Note that the responsible party should be someone who is readily accessible with this cell phone on his or her person during the event in case the Town should need to make contact regarding noise, trash, parking, or similar issues)

Number of participants planned: _____

Neighborhood Association Name/Contact/Phone: _____

Property Management/Realty Firm Name/Contact/Phone: _____

Rental Property Name and Rental House Number: _____; Or,

Property Owner Name/Address/Phone if property is not in a rental program:

B. Parking/Traffic Flow:

Cars may not be parked on the side of the road in Duck. If you plan to use an off-site location for private parking, please demonstrate that you have sufficient permission to use this facility. Please describe your parking plan (i.e. use of shuttle buses, person to direct traffic, use of other parking facilities, etc.): _____

C. Sound/Noise:

Please note that Duck has a noise ordinance that is in effect at all times.

What kind of sound system/amplification/music will be used?

☐ DJ ☐ Band ☐ House Sound System ☐ Other (please describe): _____

What will be the hours of operation for the sound system? _____

Will the sound system be located outside of the building? ☐ Yes ☐ No

D. Trash Collection/Removal:

Trash Collection is curbside on Monday and Friday from May 1st to September 30th. The remainder of the year trash collection is on Mondays. Recycling is curbside on Mondays.

Please describe your plan to remove overflow trash from your event (i.e. obtain extra trash receptacles, to be handled by rental company etc.): _____

E. Signage and Decorations

Signs, balloons, streamers and similar items are not permitted within the rights of way along NC12 and side streets. Please limit decorations (no more than three days duration) to the property where the event is being held and note that the property line is generally 15 feet or more back from the paved portion of the right of way.

Please describe what signage/decorations you are proposing to use for your event: _____

With the signature below, the registrant indicates that (s)he has read and understands the Town of Duck Registration Policy for Wedding-Related Events and will comply with this Policy.

Registrant Signature

Date

The Town of Duck will distribute this information to:

Town Manager
Chief of Police
Fire Chief

Property Owner or Manager
Neighborhood Association
Property Owner or Manager of Off-Site
Parking Facility (if applicable)

If you have any questions regarding event registration or this form, please contact the Director of Community Development via email at info@townofduck.com or by phone at 252-255-1234.

Please submit this form at least thirty days in advance of the event via email to the address above, via fax at 252-255-1236, or via mail to:

ATTN: Wedding Event Registration
Town of Duck
P.O. Box 8369
Duck, NC 27949

The Town will send an acknowledgement email or letter so that you know the registration form has been received.

Please Accept Our Best Wishes for a Beautiful and Safe Wedding Event!