



HAMMOCKS BEACH STATE PARK
APPLICATION FOR FACILITY RESERVATION

Hammocks Beach State Park
 1572 Hammocks Beach Road
 Swansboro, NC 28584

Telephone: 910.326.4881
 Fax: 910.326.2060
 E-mail: hammocks.beach@ncdenr.gov

Auditorium Rental: *(check one)* Full Day (8 hours) _____ Half Day (4 hours) _____
 (Full payment is required at the time reservation is made, see page 2 for fee schedule and forms of payment. Please include additional NON-REFUNDABLE facility reservation fee of \$3.00 per reservation.)

Date: _____ Hours of use: AM _____ PM _____
 (No reservations accepted Memorial Day through Labor Day. All events are held during park hours, see page 2 for visitors center hours.)

Group/Company Name: _____

Contact Person's Name: _____

Phone number: _____ Email address: _____

Complete Mailing Address: _____

Type of Activity Planned: _____

Available Equipment: (please check equipment you plan to utilize)

- | | |
|--|--|
| <input type="checkbox"/> 8' by 4' Conference Table with 8 chairs | <input type="checkbox"/> Podium |
| <input type="checkbox"/> LCD projector | <input type="checkbox"/> VCR/DVD |
| <input type="checkbox"/> High Speed Internet Access | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> 8' Projection Screen | <input type="checkbox"/> CD player |
| <input type="checkbox"/> 8' by 4' Dry Erase Board | <input type="checkbox"/> Refreshment Table |
| <input type="checkbox"/> 20" by 8' Tables – 6 available | |

I, the undersigned, on behalf of the organization referenced above confirm that I have read and understand the State Park Regulations and information on both page 1 and 2 of this application and take full responsibility for use of all the facilities.

 Signature of Person Responsible for Group

 Date

 Hammocks Beach Official

 Date

Office Use Only:

Processed By: _____ Receipt #: _____

Regulations and Additional Information:

- ❖ 30 ft. by 25 ft. room with 3 tier platform seating.
- ❖ Capacity is limited to 75 people seated, 30 people seated with tables.
- ❖ No Food or Drinks allowed in the auditorium. No Alcoholic Beverages at any time.
- ❖ Group / Company assumes all responsibility for attendees obeying park rules.
- ❖ A refreshment table may be set up in the hallway. Hammocks Beach State Park does not provide any food, drink, or catering equipment.
- ❖ **Nearby Amenities:** Restrooms, water fountain and drink machine can be found on back deck.
- ❖ Rental of Auditorium is on a first come first served basis. Hammocks Beach State Park meetings and programs will take priority over outside events.
- ❖ All events are held during park hours.
VISITOR CENTER HOURS: Memorial Day through Labor Day – 8:00 am till 6:00 pm
September through May – 8:00 am till 5:00 pm
Closed Christmas Day
- ❖ Facilities are rented on a calendar year basis. No rentals are permitted from Memorial Day through Labor Day.
- ❖ A Special Activity Permit (additional fee) may also be required as well as facility use fees; please check with park staff to determine if a special activity permit is necessary.
- ❖ **REFUND / CANCELLATION POLICY:**
 - Any changes or cancellations made before the close of business the 14th day prior to the scheduled arrival date will result in the loss of the \$3.00 facility reservation fee.
 - No refunds will be issued within the 14 day window before arrival. May reschedule for another date and loss of reservation fee still applies.
 - Refunds will be made using the same method as of the original transaction
- ❖ Payment in full is due at the time the reservation is made.

Fee Schedule		Capacity	
Full Day (4 – 8 hrs)	**\$175.00	Seated	75
Half Day (up to 4 hrs)	**\$100.00	Seated with tables	30
Plus \$3.00 NON REFUNDABLE Facility Reservation Fee			

- ❖ Please return page 1 of this application along a check payable to **NC Treasurer** for the facility use fee to:

Hammocks Beach State Park
Attn.: Facility Reservations
1572 Hammocks Beach Road
Swansboro, NC 28584

- Cash, Visa / MasterCard accepted only in person at the park office Monday through Friday