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@ncparks.gov

Facility Type: ☐ Auditorium:
☐ Full Day *(8 hours)*
☐ Half Day *(4 hours)*

☐ Gazebo
(Full day rental only)

(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 transaction fee of $3.00 per reservation.)

Date: _____ Hours of use: _____ AM _____ PM

(Availability may be limited Memorial Day through Labor Day. All events must be held during park hours, see page 2 for gate and visitor center hours.*)*

Estimated Attendance: _____ *(Maximum number of participants vary based on facility, set up, and/or event type. Please check capacity limitations for each facility PRIOR to making a reservation*. Check with park staff if unsure about accommodation limits. *All events cannot interrupt normal park operations)*

Type of Activity Planned:_____

_____

Group/Company Name: _____ Contact Person's Name: _____

Phone number: _____ Email address: _____

Complete Mailing Address: _____

Available Equipment: *(please check any equipment you wish to utilize)*:

Auditorium:			Gazebo:
☐ Podium	☐ LCD projector	☐ 8' x 4' Dry Erase Board	☐ Picnic Tables - 2 Available
☐ Microphone	☐ Refreshment Table	☐ 8' Projection Screen	Outside Gazebo
☐ 20" by 8' Tables – 6 Available		☐ 8' by 4' Conference Table with 8 chairs	

Special Activity Permit Required: ☐ Yes ☐ No *(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.)*

Will a Tent, Canopy, or Membrane Structure be used for the event? ☐ Yes ☐ No

Size of Tent *(if yes)*: _____ *Tents, Canopies or Membrane Structures 200 square feet and larger require a permit. Please contact park staff for additional information if you plan to use any of these items.*

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 #:_____

- Please return this application along a check payable to **Hammocks Beach State Park** 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.

- **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 that of original transaction.

Fee Schedule	
Auditorium Full Day (4 – 8 hrs)	**$178.00
Auditorium Half Day (up to 4 hrs)	**$103.00
Gazebo and Surrounding Lawn	**$ 45.00
Payment in full is due at the time the reservation is made.	

Capacity For Facilities:	
Auditorium Seated	75
Auditorium Seated with tables	30
Gazebo w/Picnic Tables	30
Gazebo and Lawn w/o Picnic Tables	100

****Includes a $3.00 NON REFUNDABLE Facility Reservation Fee****

Regulations and Additional Information:

Auditorium:

- 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. A refreshment table may be set up in the hallway. No Alcoholic Beverages permitted at any time.

Gazebo:

- Picnic Shelter with 2 picnic tables
- Capacity is limited to 30 people seated with tables and bench along sides, 100 people without seating using the lawn area.
- PARK IN DESIGNATED AREA's ONLY. One vehicle is permitted to be used for dropping off items or passengers but must return to the parking lot immediately after drop off. Vehicle MUST stay in between trees within 20 feet to the right of the sidewalk. DO NOT DRIVE ON SEPTIC DRAIN FIELD.
- Walking distance from parking lot is approximately 350 feet.
- There is no electricity available in the Gazebo area.

- Group / Company assumes responsibility for attendees obeying all NC State Park Rules & Regulations along with any and all North Carolina General Statues.

- ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED.

- Releasing balloons anywhere in the park is PROHIBITED. This is considered littering and a citation may be issued.

- The use of nails, tacks, screws, staples are PROHIBITED. Decorations, signs, posters etc. may be attached using only tape, string or other removable items that will not damage or destroy premises. Any attachments as well as the items used to affix them must be removed at the end of occupancy

- Hammocks Beach State Park does not provide any food, drink, tents, chairs or catering equipment other than available equipment listed on page 1.

- **Nearby Amenities:** Restrooms, water fountain and drink machine can be found on back deck of visitor center.

- Rental of any facility is on a first come first served basis. Hammocks Beach State Park meetings, events, and programs take priority over other outside events.

- All events are held during park hours. The park gate closes and is locked at night. Access in or out is not permitted during closed hours and hours change with the seasons. Closed Christmas Day. Park hours are:
  - Gate Hours: 8:00am till 6:00pm Year Round; 8:00 am till 7:00 pm Memorial Day - Labor Day
  - Visitor Center Hours: 8:00 am till 5:00 pm Year Round,8:00 am till 6:00 pm Memorial Day - Labor Day

- Availability may be limited Memorial Day through Labor Day.