

# **WEDDING REQUEST-APPLICATION FORM**



## **BRIDE'S INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## **GROOM'S INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## **ADDRESS AFTER THE WEDDING:**

\_\_\_\_\_

APARTMENT #: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

## **WEDDING DETAILS:**

MONTH: \_\_\_\_\_ DAY: \_\_\_\_\_ YEAR: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_

CEREMONY LOCATION: \_\_\_\_\_ CEREMONY TIME: \_\_\_\_\_ AM / PM

RECEPTION LOCATION: \_\_\_\_\_ RECEPTION TIME: \_\_\_\_\_ AM / PM

WEDDING PLANNER: \_\_\_\_\_ MOBILE: \_\_\_\_\_

ANTICIPATED NUMBER OF GUESTS: \_\_\_\_\_

REQUESTED AREAS:

\_\_\_\_\_ NORTH LAWN features North exposure of the Whalehead Club with views of the Boathouse, the 1875 Currituck Beach Lighthouse, the Currituck Sound, and sunsets (includes use of gazebo and historic footbridge frequently chosen by brides for their entrance).

\_\_\_\_\_ SOUTH LAWN features South exposure of the Whalehead Club with views of the front porch, Currituck Sound, pond, marsh, the Point to the southwest, and sunsets.

Mail to: The Whalehead Club, Post Office Box 307, Corolla, NC 27927  
Wedding Site Coordinator: 252-305-0401 [weddings@whaleheadclub.com](mailto:weddings@whaleheadclub.com) Fax 252-457-0129

# **CURRITUCK HERITAGE PARK FEES**



PLEASE CHECK ALL THAT APPLY:

## **I. CEREMONY ONLY/NO-ALCOHOL PERMITTED-FEES DUE AT RESERVATION:**

- \_\_\_\_\_ \$800    *Sound Promises:* Reserves Currituck Heritage Park grounds for 4 Hours    Monday–Thursday
- \_\_\_\_\_ \$900    *Sound Promises:* Reserves Currituck Heritage Park grounds for 4 hours    Friday–Sunday
- \_\_\_\_\_ \$250    *Windswept:* Reserves The Point for 2 hours

## **II. RECEPTION PACKAGES (CEREMONY INCLUDED AT COUPLE’S OPTION) - FEES AND REFUNDABLE SECURITY DEPOSIT DUE AT RESERVATION:**

### *Kissing Swans*

\_\_\_\_\_ \$4,000

### *Knight in Shining Armor*

\_\_\_\_\_ \$2,800 Friday – Sunday

\_\_\_\_\_ \$2,600 Monday - Thursday

### *Under The Stars*

\_\_\_\_\_ \$3,400 Friday – Sunday

\_\_\_\_\_ \$2,700 Monday – Thursday

### *Jewel By The Sea*

\_\_\_\_\_ \$2,400 Friday - Sunday

\_\_\_\_\_ \$2,200 Monday – Thursday

## **INCLUDE REFUNDABLE SECURITY DEPOSIT FOR ANY RECEPTION PACKAGE:**

\_\_\_\_\_ \$1,000 Under 150 Guests

\_\_\_\_\_ \$2,500 150 to 250 Guests

TOTAL AMOUNT DUE: \$ \_\_\_\_\_

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# **PAYMENT SUMMARY**



TOTAL AMOUNT DUE (From Page 2): \$ \_\_\_\_\_

BRIDE/GROOM SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WHALEHEAD CLUB STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_

## **PAYMENT OPTIONS:** (check all that apply)

CHECK # \_\_\_\_\_ CHECK AMOUNT: \_\_\_\_\_

Checks are payable to: The Whalehead Club, P.O. Box 307, Corolla, NC 27927

CREDIT CARD: VISA: \_\_\_\_\_ MASTERCARD: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ V-CODE# (3 DIGIT ON BACK OF CARD): \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

NAME ON CARD (print please) \_\_\_\_\_

If name on card is other than the Bride or Groom, please list cardholder relationship to Bride/Groom: \*PARENT: \_\_\_\_\_ \*OTHER: \_\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **DISCLAIMER:**

THIS IS AN APPLICATION - COMPLETION OF THIS APPLICATION DOES NOT CONSTITUTE A SECURED CONTRACT FOR USE OF CURRITUCK HERITAGE PARK. EVERY EFFORT WILL BE MADE TO ACCOMMODATE WEDDING REQUESTS BUT UNTIL NOTIFICATION FROM WHALEHEAD CLUB STAFF IS RECEIVED THAT THE REQUESTED DATE IS AVAILABLE, NO CONTRACT EXISTS BETWEEN APPLICANT AND THE WHALEHEAD PRESERVATION TRUST /THE WHALEHEAD CLUB. EARLY APPLICATION IS ADVISED.

PLEASE RETURN: (HERE IS YOUR CHECKLIST FOR SUCCESSFUL APPLICATION)

\_\_\_\_\_ THIS COMPLETED FORM \_\_\_\_\_ WHALEHEAD CLUB POLICIES (Signed by Bride/Groom)

\_\_\_\_\_ RELEASE OF LIABILITY \_\_\_\_\_ TOTAL FEES AND SECURITY DEPOSIT

UPON ACCEPTANCE OF FORMS AND AMOUNTS DUE, YOU WILL RECEIVE A CONFIRMATION LETTER AND COPIES OF THE SIGNED FORMS. ALSO AT SUCH TIME, THE PACKAGE(S) YOU SELECT ON PAGE 2 OF THIS APPLICATION WILL BE INCORPORATED INTO THE APPLICATION AND WILL BE PART OF THE FINAL CONTRACT.

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# **CURRITUCK HERITAGE PARK**

## **WEDDING POLICIES**



1. All wedding ceremonies and receptions take place outdoors in Currituck Heritage Park.
2. All receptions must take place "under tent". All receptions will last **no longer than 6 hours** (if a ceremony is combined with the reception, the ceremony and reception together will last **no longer than 7 hours**).
3. Currituck Heritage Park is open to the public and there are often spectators; however, the Whalehead Preservation Trust staff will post lawn signs informing visitors that a wedding event is in progress.
4. Due to the wildlife at Currituck Heritage Park, it is not permissible to use rice, confetti, and non bio-degradable chemicals on the grounds. Birdseed and bubbles are good alternatives.
5. Due to the Currituck Heritage Park Noise Policy, all activities in Currituck Heritage Park must conclude by 10:00 p.m.
6. Tents and all other rental equipment and other wedding services are provided by the bride and groom unless specifically listed in the package selected by the couple. The Whalehead Club strongly recommends that all couples consider hiring a wedding planner to assist in preparing for their event, including contracting with outside vendors, and to assist the couple during the day of their event.

### **FEES, SECURITY DEPOSIT AND INFORMATION DUE**

7. All fees and the refundable security deposit (for a reception only) are required at the time of reservation, along with the completed Wedding Request Form, signed Currituck Heritage Park Wedding Policies, and signed (and notarized) Release of Liability.
8. The Planner/Caterer/Entertainment Contract is due no later than 30 days prior to the event. For the Kissing Swans and Knight in Shining Armor packages only, the Photograph Contract is also due no later than 30 days prior to the event.
9. The bride and groom may hire the Wedding Site Coordinator to provide day-of planning services for their wedding. A separate contract for these services will be provided by Whalehead Club staff. This contract and related fee is due no later than 90 days prior to the event.
10. The bride and groom will provide an updated total number of guests anticipated and the exact starting time of their event no later than 30 days prior to the event. No later than 2 weeks prior to the event, the bride and groom will provide the Whalehead Club staff with any alternate plans in the event of rain, and, if applicable, the bride and groom will also provide a time line of their reception (please note that if the bride and groom does not have a wedding planner who can provide a time line, a sample time line will be provided by Whalehead Club staff).

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# **CURRITUCK HERITAGE PARK**

## **WEDDING POLICIES**

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11. Cancellation Policy – At Least Six Months Notice: Any refundable security deposit plus one-half (½) of any grounds fees will be refunded if a wedding is cancelled for any reason up to six (6) months prior to the reserved date.
12. Cancellation Policy - Less Than Six Months Notice: Any refundable security deposit plus one-quarter (¼) of any grounds fees will be refunded if a wedding is cancelled for any reason after six (6) months prior to the reserved date; **provided, however**, that no grounds fees will be refunded if a Sound Promises or Windswept event has been cancelled upon such notice. The bride and groom are encouraged to purchase a Wedding Event Cancellation/Postponement Insurance Policy to safeguard their wedding payments in the event of unexpected occurrences.
13. Cancellation Policy Due to Force Majeure: The performance of this Contract is subject to termination by the parties hereto without liability upon the occurrence of any circumstance beyond the control of any party - such as acts of God, war, government regulations, disaster, strikes, civil disorders, or other emergencies making it illegal or impossible to substantially perform this Contract.

In the event of an act of nature (e.g. hurricane or tropical storm), the following will apply: Once an evacuation notice (either voluntary or mandatory) is issued by Currituck County officials, all grounds fees and any refundable security deposit paid under this Contract are fully refundable. Please note that the cancellation policy for any vendors need to be negotiated directly with those vendors and are not part of this Contract.

14. Refund of the required security deposit for receptions will be processed within 30 days after the wedding date, pending any damages to the property and assessments. This includes trash and equipment removal immediately following the reception; tents, chairs, tables, etc. must be removed within 24 hours.

### **CLEAN-UP**

15. Decorations are permissible as long as they are not attached to any wood, decking, railings, or walkways by use of nails or metal staples. All decorations must be removed at the end of the event.
16. Arrangements must be made for clean-up after your event. Whether clean-up is provided by the caterer, wedding planner, or guests, the responsibility inevitably falls on the person who signs this policy form. Failure to comply will result in withholding a percentage of or all of the refundable security deposit.
17. Currituck Heritage Park closes to the public at dusk each evening. An event may be scheduled to end after dusk; however, you must allow time for clean-up at the end of the event.

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# **CURRITUCK HERITAGE PARK**

## **WEDDING POLICIES**

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### **LIABILITY AND INSURANCE**

18. Receptions or other events where alcoholic beverages are being served must obtain a Certificate of Insurance Liability/Event Insurance in the minimum amount of \$1,000,000. The insurance certificate should list "Currituck County" and "The Whalehead Preservation Trust/The Whalehead Club" as additional insureds. A copy of the insurance certificate must be submitted to the Whalehead Preservation Trust at least 1 month prior to the scheduled event.
19. A Release of Liability form must be signed which indemnifies Currituck County, the Whalehead Preservation Trust /The Whalehead Club, staff, and volunteers, their successors and assigns, from all claims and liability associated with ceremonies, receptions, and other events. This form will be supplied by the Whalehead Club and must be signed and returned with fees at the time of reservation.

### **ALCOHOL**

20. Receptions serving alcoholic beverages must use an "authorized caterer" by the Whalehead Preservation Trust /The Whalehead Club. A Whalehead Preservation Trust staff member will interview the selected caterer prior to the reception. All alcohol must be served by an approved, licensed bartender or other provider. See Planner/Caterer/Entertainment Contract for additional information.
21. The consumption of alcoholic beverages may ONLY take place "under tent" at receptions and cannot extend to anywhere else on park grounds.
22. Alcoholic beverages can ONLY be served to invited guests of legal drinking age (21 years) and can ONLY be served by a certified/licensed bartender.
23. The Whalehead Preservation Trust /The Whalehead Club staff reserves the right to terminate the serving of alcohol and/or the reception at their discretion.

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**CURRITUCK HERITAGE PARK**  
**WEDDING POLICIES**

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**PARKING**

24. Designated parking is located on the north and east sides of Currituck Heritage Park. Vendors are invited to drive closer to the event location to unload equipment but must promptly return their vehicles to designated parking lots. Currituck Heritage Park has well over 200 parking spaces available including motor coach and passenger van.

I \_\_\_\_\_ (print names) understand and accept the above Whalehead Club Policies.

BRIDE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

GROOM SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WHALEHEAD CLUB STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_

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**RELEASE OF LIABILITY**



**WEDDINGS AT CURRITUCK HERITAGE PARK**

I, \_\_\_\_\_, hereby assume responsibility and liability for any and all injuries or damages to persons or property which may occur, directly or indirectly, as a result of my use of the Whalehead Club grounds (Currituck Heritage Park) for my planned event, as such event is described in the Event Request Form or Wedding Request-Application Form, attached hereto, whether such injury or damage occurs before, during or after such event. Furthermore, I shall indemnify and hold harmless Currituck County, the Whalehead Preservation Trust /The Whalehead Club, their officers, agents, and employees, from all responsibility against any claims filed by parties for any such injuries or damage.

In witness thereof, the parties have executed this agreement in Corolla, Currituck County, North Carolina, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signature\* \_\_\_\_\_

\*Must be signed in the presence of a Whalehead Club staff member; otherwise, have signature notarized below.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ OR Whalehead Club Staff Signature

State of \_\_\_\_\_, County of \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public for \_\_\_\_\_ County,

do hereby certify that \_\_\_\_\_ personally appeared before me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_ and acknowledged the due execution of the foregoing instrument.

Notary Public Signature

\_\_\_\_\_

Notary Commission Expiration: \_\_\_\_\_

Notary Public (Official Seal)

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# **PLANNER / CATERER / ENTERTAINMENT CONTRACT**



BRIDE / GROOM: \_\_\_\_\_

EVENT MONTH: \_\_\_\_\_ DAY: \_\_\_\_\_ YEAR: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_

CEREMONY LOCATION: \_\_\_\_\_ CEREMONY TIME: \_\_\_\_\_ AM / PM

RECEPTION LOCATION: \_\_\_\_\_ RECEPTION TIME: \_\_\_\_\_ AM / PM

WEDDING PLANNER (Business Name): \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CATERER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ENTERTAINMENT: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**TERMS AND CONDITIONS:** As a representative of the business listed above, I agree to abide by the following Whalehead Club policies regarding weddings / events at Currituck Heritage Park:

1. Every effort must be made to remove equipment and trash immediately following a scheduled event. The Whalehead Club dumpster (near the boat ramp) is provided for the convenience of vendors and may be used to dispose of wedding/event related trash and debris. Recycling should be removed by the caterer for disposal.
2. Rental equipment must be removed within 24 hours following the conclusion of a scheduled event.
3. Only licensed bartenders may serve alcohol during the event. All open containers must be secured before the bartender leaves. All alcohol must be stored and removed from the property immediately following an event. No beer trucks or any other type of self-serve opportunities shall be supplied.
4. About parking: one catering truck and one other vehicle may be parked behind the tent. ALL other vendor vehicles will be parked in one of the parking lots provided on the north and east side of the property. All vendors will be permitted to drive to the event site to unload equipment before the event and to load equipment after the event. Parking in the boat ramp lot is strictly forbidden as is parking on the grass anywhere in the Park.
5. In the event that Whalehead Preservation Trust staff determines the grounds were left in disrepair with regard to the above terms, we reserve the right to assess clean up fees for damages from the refundable security deposit of the bride/groom or contract holder of the event.
6. This contract may be signed in counterparts, all of which together constitute one contract.

BRIDE/GROOM SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WEDDING PLANNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CATERER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERTAINMENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WHALEHEAD CLUB STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_

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