

**STATE OF NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
DIVISION OF PARKS AND RECREATION**

**SPECIAL ACTIVITY PERMIT**

**PARK/RECREATION AREA NAME:** \_\_\_\_\_

Name of Group: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Position/Office Held: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Dates of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Times Scheduled: Begin \_\_\_\_\_ End \_\_\_\_\_

Description of Events and Activities planned: \_\_\_\_\_

Please attach an additional sheet if necessary.

ATTACHMENTS:     Events Agenda                       Required endorsements and supporting documents from other agencies  
                          Advertisements                       Price Schedule                       Performance Bond                       Other

I hereby acknowledge with my signature a full and complete understanding of the general conditions with which this activity will comply and agree to abide by these conditions and any special provisions required by the North Carolina Division of Parks and Recreation.

Signature of Responsible Official: \_\_\_\_\_

Title: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Special Provision, Conditions of Issuance:

See attached sheet \_\_\_\_\_

**Fees:**      Permit \$30 \_\_\_\_\_

Additional Charge \$ \_\_\_\_\_

Total \$30 \_\_\_\_\_

Signature of Approving Official: \_\_\_\_\_

## CONDITIONS

1. Permittee shall not discriminate against any person or persons because of race, religion, color, sex, age, or national origin, in the conduct of its operation under this permit or other authorization.
2. Permittee agrees to exercise the privileges granted in this permit, subject to the supervision of the representatives of the North Carolina Department of Environment and Natural Resources and in accordance with all rules and regulations of the Department.
3. Permittee agrees to comply with all Federal Laws and regulations and all the laws, ordinances, and regulations of the State, County, and municipality where in the said premises are located, with regard to construction, sanitation, licences, or permits to do business, and all other matters.
4. Permittee agrees to keep the buildings and grounds clean and in a sanitary condition. It shall particularly be the responsibility of the permittee to leave the buildings, grounds, equipment and facilities in a clean and orderly condition at end of occupancy. The right is reserved to charge a clean-up or repair fee if this is not done. Upon the expiration or termination of this permit, the said premises shall be delivered up in as good repair and condition as the same are in at beginning of occupancy.
5. No timer, tree, or shrub shall be cut, damaged or destroyed, nor shall any other natural feature be damaged or destroyed.
6. No building or structure shall be altered, erected or constructed except as specified as a condition of this permit.
7. Permittee shall use said premises only for authorized recreational purposes, and shall not operate, or permit to be operated, any concession or profit making enterprise which involves the sale of goods, food, merchandise or other article or commodity to the general public, unless authorized by this permit.
8. Permittee shall not transfer or assign this permit, nor sublet said premises or any part thereof or grant use of any part of this permit to person not subject to this permit.
9. Permittee shall and hereby does waive and release any and all claim against the North Carolina Environment and Natural Resources Department or its employees, or the State of North Carolina for any and all damages, loss, cost to person or property arising either directly or indirectly from the use of said premises and/or from the exercise of the privileges granted by this permit.
10. Permittee shall take proper steps to provide for the health and safety of participants on said premises.
11. Permittee shall, prior to exercising any rights herein granted, submit a master traffic pattern for the direction and care of vehicular access and parking if required by the site Park Superintendent.
12. The site Park Superintendent, Division Chief of Operations, or their designated representative shall have authority to revoke this permit and require removal of any equipment upon failure of the permittee to comply with the terms and/or conditions of the permit. In the event a permit is revoked the fee is non-refundable.
13. Permittee shall not advertise the event or activity except as specified as a condition this permit.

Send or bring application to:

**Fort Macon State Park**  
**PO Box 127**  
**Atlantic Beach, NC 28512**  
(Phone # 252-726-3775)

Or FAX to: (252)7262497

## **WEDDING POLICY FOR FORT MACON STATE PARK**

- Special Activity Permit is required and only allows you to have the wedding in the park. It is not a reservation. If approved, there is a \$30 fee. All areas will remain open to the public. The public has the right to observe the wedding.
- You must obey all park rules and regulations.
- Ceremony must be over and wedding party out of the park by posted closing times.

### **Park Hours**

#### **Bathhouse Area:**

November–February, 8 a.m.–5:30 p.m.

March, October, 8 a.m.–7 p.m.

April, May, September, 8 a.m.–8 p.m.

June–August, 8 a.m.–9 p.m.

Swimming Area, 10 a.m.–5:45 p.m.

#### **Fort Area:**

October–March, 8 a.m.–6:00 p.m.

April, May, September, 8 a.m.–7 p.m.

June–August, 8 a.m.–8 p.m.

**Fort:** 9 a.m.–5:30 p.m.

### **Closed Christmas Day**

- The park does not furnish any equipment for the wedding party or guests and electricity is not available. Generators and amplified music are not allowed.
- There is a limit of 15 chairs due to space limitations.
- Weddings cannot interfere with other park-sponsored programs or normal park operations: from April 15 till October 15, the inside of the fort cannot be used from 10 a.m. till 3:45 p.m.; from Memorial Day till Labor Day the protected swim area cannot be used.
- There is no guarantee of parking. Our heaviest weekends are mid-April through mid-September.
- Decorations should be limited. If bows, etc. are placed on structures, they should be tied (nails and staples shall not be used) and removed as soon as the ceremony is over. No balloons can be released because of the damage they do to the environment. The car cannot be decorated in the park.
- Birdseed may be used during the ceremony (no rice). Any thing non-native to the park may not be used (dropping flower petals, release of butterflies or doves).
- No fires on the beach (Tiki Torches, etc.).
- The park will not be responsible for transporting people out to the beach. We do not allow private vehicles on the beach.
- Wedding shall take place where described in permit.

**Total time for wedding should not be more than 2 ½ hours (one hour for set up, 30 minutes for wedding and one hour for breakdown)**