



**Island Farm** c.1847  
1140 US HWY 64  
Post Office Box 970  
Manteo, NC 27954  
252-473-6500 email: [islandfarm252@gmail.com](mailto:islandfarm252@gmail.com)

## **Fee Schedule, Procedures and Policies for Events**

(SCHEDULE A)

**Fee Schedule** \$ 500.00 for 50 or fewer participants; \$6 for each additional guest  
(optional ox-drawn wagon ride for brides and/or grooms - \$250.)

### **Procedure for Booking Event**

1. Visit, email, or telephone site manager to set date and time of event and request Wedding Ceremony Agreement.
2. Return two original signed copies of the Wedding Ceremony Agreement together with full payment by cash or check.
3. Confirm final plans with Site Manager two weeks prior to scheduled event.

### **Event Policies:**

1. Ceremony shall be scheduled between 10am - 4pm, Wednesday - Saturday, April – November.
2. Ceremony shall take place in a designated area of the Farm, within the vicinity of the Etheridge Oak.
3. Ceremony set-up and take-down shall take place on the day of the wedding.
4. Chairs, décor, and music supplies may be delivered to the site from the Etheridge Graveyard on Etheridge road where short-term parking is available during loading and unloading.
5. Wedding party and guest parking is available at the Visitor Center.
6. Arrangement of chairs, tables, etc. and the removal of those items are the responsibility of the Lessee.
7. Bird seed may be used; but rice, confetti or other materials are prohibited because of the Farm chickens.
8. No nails, tacks, or tape will be allowed on any trees. These items could damage them.
9. Portable music or small ensembles are allowed within the terms of the Wedding Ceremony Agreement.
10. Staff makes very effort to maintain a tidy site, but the ceremony site is provided “as is.”
11. Staff members will be on-site and the site will be open to the public.
12. Motorized vehicles are limited to paved roads, the shoulders of paved roads, and gravel parking areas.
13. Restrooms are available at the Visitors Center (but because of public access, they are not available for dressing).
14. Guests may visit the entire historic Farm and shall walk from parking to ceremony area.
15. Island Farm can accommodate ceremonies up to 100 participants.



## Wedding Ceremony Agreement

Island Farm c.1847

Checks payable to: Outer Banks Conservationists, Inc.  
PO Box 970, Manteo, NC 27954  
(252)473-6500 email: [islandfarm252@gmail.com](mailto:islandfarm252@gmail.com)

THIS AGREEMENT is made and executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Outer Banks Conservationists, Inc., a non-profit organization restoring and maintaining the Etheridge Family Homeplace, also known as "Island Farm", Manteo N.C. Existing under the laws of the State of North Carolina, hereafter referred to as the "Lessor" and (Name) \_\_\_\_\_, of (City, State) \_\_\_\_\_, hereafter referred to as the "Lessee". The Lessee acknowledges and agrees to be bound by the following terms of this agreement.

- 1. Fees:** The Lessee hereby agrees to pay the Lessor a rental fee of \$ \_\_\_\_\_ for use of the premises as set forth in this Agreement. The rental fee is due upon execution of this Agreement. If the Lessor does not receive the executed Agreement and fees within 30 days of making a reservation, the Lessee will forfeit all rights to use the property. The rental fee above does / does not (circle one) include a \$250 fee for an ox-drawn wagon ride at the ceremony.
- 2. Use of Premises:** The Lessee reserves the premises for \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. The intended use of the premises is for a \_\_\_\_\_, (Wedding Ceremony or Event) which will begin at \_\_\_\_\_. The time of the reservation extends an hour before and two hours after the scheduled commencement of event, except as noted in Duration terms of this contract. No other use of premises is allowed under the terms of this Agreement. Under the terms of this Agreement, the Lessee is entitled to the use of a designated portion of the grounds. In no way will the event impede the flow of the public accessing the entire Island Farm site. Prior written approval from the Lessor must be obtained if the Lessee intends to erect anything on the lawn area ( i.e. Alter, Arbor, etc.) At no time will anything be attached to the tree. The Lessee reserves the right for \_\_\_\_\_ persons to be in attendance at the function. The lessee understands and acknowledges that normal operating uses of the premises by the Island Farm are not superseded by this Agreement.
- 3. Duration:** Under no circumstances shall the term of rental extend beyond 4:00 pm when the site closes for the day. Materials used for the event (chairs, tables, décor, etc.) must be removed by 8:30 am the following morning. Lessor shall not be responsible for security or theft.
- 4. Supervision:** The Lessee agrees that the Lessee shall supervise the function or activity at all times. All set up and preparation for the function or activity shall be the sole responsibility of the Lessee. The Lessee also assumes full responsibility for cleaning the premises up at the conclusion of its use and likewise assumes full responsibility for theft, damage, clean up, repair or maintenance necessitated by the use of the premises. Liability for such theft or damages, aside from ordinary wear and tear, shall not be limited to the amount of the fee received with this reservation.
- 5. Clean up:** Clean up shall consist of returning the premises and grounds to the condition in which they were found and said cleanup must be completed at the conclusion of the function/activity, and

within the duration of the rental as set forth in this agreement, unless other arrangements have been made and approved with the Site Manager in advance, as specified and documented in writing. The premises shall be inspected by a representative of the Island Farm staff following clean-up, and the Lessee shall be notified within ten (10) days following the event of intent to assess the Lessee for expenses for additional clean-up or other damages.

- 6. **Release of Liability:** The Lessee shall assume all responsibility and liability for any and all injury or damages that may arise from any accident that occurs in, or around the premises or any other area that is in control of the Lessor, or that occurred as a result of the Lessee's planned event. Further, the Lessee shall indemnify and hold harmless the Outer Banks Conservationists, Inc., Island Farm, their officers, agents and employees, from all responsibility, against any and all claims made or filed by parties injured or damages in an accident as provided herein or whose property is damaged or destroyed in an accident as provided herein.
- 7. **Cancellation:** The Lessee is required to give the Lessor timely notice of intent to cancel the reservation contained in this agreement in order to receive a rental fee refund. Moneys shall be refunded if said cancellation notice is given at least two (2) weeks prior to the scheduled reservation date with Lessor retaining a \$50 forfeiture fee. Should the Lessee give the Lessor less than fourteen (14) days' notice of cancelation, the Lessor shall have the right to retain all fees and deposits.
- 8. **Rules:** The following specific rules, in addition to Event Policies of Schedule A, shall apply to the use of the premises:
  - A. Lessee shall not use the logos, trademarks or other symbols associated with Island Farm without written permission by Lessor.
  - B. No loud or boisterous activities shall be permitted. Portable music and small ensembles are allowed. Photography shall not disrupt visitors' experience of the Farm.
  - C. No decorations or other items shall be attached to or placed on trees or other permanent structures. The use of crepe paper, nails, tacks, and tape are expressly forbidden
  - D. Guest parking is not permitted along Etheridge Road or on the historic site. Short-term parking at the Etheridge Graveyard is for loading and unloading only.
  - E. Parking is provided at the Visitors Center; guests may walk back to the ceremony site.
  - F. Bird seed may be used, but rice, confetti or other artificial materials are prohibited because of the Farm chickens.
- 9. Amendments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Void if not signed by both parties \_\_\_\_\_  
\_\_\_\_\_

IN WITNESS THEREOF, the parties have executed this Agreement in Manteo, North Carolina, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_(seal)  
Lessor (Site Manager, Island Farm)

\_\_\_\_\_(seal)  
Lessee ( Responsible Party: Name)

\_\_\_\_\_  
( Responsible Party: Address)