

BRUNSWICK TOWN / FORT ANDERSON STATE HISTORIC SITE
STATEMENT OF GENERAL TERMS & CONDITIONS
FOR SITE RENTALS

1) Permission for Special Events

Anyone wishing to hold a wedding ceremony and/or reception must complete a contract **at least 30 days prior to the event**. The location of the activity/ceremony/reception and all equipment needs for the event must be approved by the site wedding coordinator. **No activity will be considered an approved event until final approval is given by the site staff and contract/permit is signed and completed.**

2) Cancellations and Return of Deposit

A written notice of cancellation must be provided at least **60 days prior** to the event in order to receive a refund of down payment. All paid fees will be refunded if an event must be cancelled due to the site being closed for severe weather or other conditions beyond the control of site personnel.

3) Site Hours and Public Access

The site is open to the general public 9:00 am until 5:00 pm Tuesday through Saturday, as well as noon through 5pm on Sundays from Memorial Day to Labor Day. Wedding ceremonies, receptions, and other rentals may be held during these hours, but the site will remain open to the public, and events and activities **may not restrict public access to the site**. Special events may also be held after 5:00 pm Tuesday through Saturday and on Sundays and Mondays. **The site visitor center closes at 5:00 pm and will not be open after hours. All after hours events must be concluded and all participants must vacate grounds by 10:00 pm. Failure to do so will result in forfeiture of security deposit.**

4) Restricted Activities and Areas

The permitted party is responsible for preventing guests from the following activities:

- 1) Climbing on or desecrating graves in the churchyard
- 2) Climbing in, on, or through church windows.
- 3) Climbing or walking on the earthworks of Fort Anderson.
- 4) Climbing on or desecrating any other ruins located at the site.
- 5) Picking up or removing artifacts, flora, or fauna from site grounds.
- 6) Entering any areas that are roped off by staff or have access restricted by fences/gates.

The permitted party is responsible for any damages that result from any of the above activities, or the breaking of any other North Carolina Historic Sites regulations. Failure to do so will result in forfeiture of security deposit.

5) Consumption of Alcohol

Alcohol may not be consumed on the site before 5:00 pm. It may be permitted after 5:00 pm for wedding receptions. All distribution, possession, and consumption of alcohol on the site must be in accordance with state ABC laws, and wedding party will be asked to supply a copy of liquor license /limited special occasion permit to site wedding coordinator prior to reception. All consumption of alcoholic beverages must only take place in designated reception areas. **If any guest or member of the wedding party is found consuming alcohol before 5:00pm, security deposit will be forfeited and individuals found consuming alcohol will be asked to leave the premises.**

6) Material Needs, Set Up, and Clean Up for Special Events

The site provides the venue only. All other needs such as chairs, tables, tents, etc. must be supplied by the party hosting the event or outside vendors. The set up and clean up of these materials is also the

responsibility of the party hosting the event. **Renting party is responsible for all clean up directly after event; it is not the responsibility of site staff to clean up debris/trash from the event. A dumpster is located near the site parking lot for your convenience. Failure of renting party to clean up trash/debris after event will lead to forfeiture of security deposit. All equipment and materials must be removed from the site by 3pm on the first working day following the event. Failure to do so will result in forfeiture of security deposit.**

7) Decorations and Equipment Set Up

Decorating in the church is limited because it is a historic structure. In addition, BT/FA is an archaeological site, and therefore NO digging or insertion of shepherd's hooks, posts, etc. are allowed on the property. Site staff can explain these limitations in further detail prior to reservation. **Due to fire hazard, no sparklers or fireworks are allowed on premises.** All set up arrangements must be approved at the time the permit is applied for and/or no later than when the permit is approved. No changes to set up will be allowed after that time, unless approved by the site wedding coordinator. **Site staff reserves the right to remove any decorations/equipment that are not approved and/or are damaging to the property.**

8) Greeting Outside Vendors and Guests

A representative of the party hosting the event must be present to greet and direct vendor set up and guests. Please plan accordingly. **This is not the responsibility of site staff. Failure of wedding party to greet/direct vendors will result in forfeiture of security deposit.**

9) Inclement Weather

Brunswick Town/Fort Anderson State Historic Site is an outdoor venue. There are no facilities available in the event of inclement weather.

10) Staging, Dressing and Kitchen Facilities

The site does **NOT** provide staging areas, dressing rooms, storage areas, or kitchen facilities. **Under NO circumstances can the visitor center be used as a staging, dressing, break room, storage, or waiting/loitering area.** All personal items left inside of the visitor center during the ceremony and/or reception will be disposed of. **Please plan accordingly. Under no circumstances will exceptions be made.**

11) Restroom Facilities

The site's restrooms will remain open for the duration of your event. They are located on the patio just outside the visitors' center. While site staff will be on-hand to patrol restrooms in case of emergency, clean up of restroom facilities is the responsibility of the party hosting the event.

12) Electricity

Limited electricity is only available for St. Philips Church by drop cord (must be supplied by renting party). The outlets are located under the patio beside the visitors' center. Electricity to the pavilion/reception area is supplied via an outlet. With the addition of a surge protector, this provides enough current to light the pavilion, a 20' x 60' tent, and supply power to a DJ. All other electrical needs must be supplied by the party hosting the event. Generators are permitted, however, you must receive staff approval to operate a generator on site prior to the event.

13) Vehicles

Vehicles are only to be driven on designated roadways and the site parking lot. In addition, **no golf carts or small motorized vehicles are allowed to be driven on the site.** A staff member will discuss parking needs and areas where vehicles are permitted prior the event.