



The Surfside Center

At The Surf City Welcome Center
102 North Shore Drive
Surf City, NC 28445
910-328-2716
tourism@visitsurfcitync.com
www.visitsurfcitync.com

Welcome to Surf City, N.C. and thank you for considering The Surfside Center for your upcoming function. The Center's staff is committed to serving your needs in a manner that ensures your function runs smoothly and efficiently. We are pleased to share this information about leasing the facility. Should you have questions please contact us at 910-328-2716 or at tourism@visitsurfcitync.com.

The Surfside Center is the ideal setting for your special occasion:

Baby and Bridal Showers	Rehearsal Dinners	Wedding Receptions
Birthday Parties	Private Parties	Anniversary Celebrations
Family Reunions	Class Reunions	Business Meetings and Seminars
Workshops	Association Meetings	Civic Club Meetings

This Oceanfront Facility Features:

- 1,800 square feet of oceanfront meeting space in a smoke free environment.
- 650 square foot outside patio, facing the ocean, with stationary benches.
- 16 round tables (4 foot/seats 4 or 6 to a table, egg-shell in color.)
- 10 rectangle tables (30 inches wide/6 feet long/seats 8, egg-shell in color.)
- 110 matching padded chairs, eggshell in color.
- 325 square foot kitchen, equipped with ice machine, microwave oven, two food coolers, triple sink, warming lamp and adequate counter space for food preparation.
- Six foot portable bar and steel ice chest for chilling down beverages.
- Six foot pull-down, stationary projector screen. (No projection equipment is available)
- 36 inch flat screen, wall mounted television.
- Portable speaker's podium and stand alone national and state flags.
- Dimmer controls for room lighting.
- Handicapped access to Surfside Center and handicapped access to the beach.
- Parking adjacent to the Surfside Center for 35 automobiles, with overflow parking nearby.
- We regret that the Center is not equipped with speakers or an audio system.

Facility Rental Rates

<u>Meeting Type</u>	<u>Surf City Resident</u>	<u>Non-Resident</u>
Small Meeting (Three hour minimum. Five hour maximum.)	\$40 per hour	\$50 per hour
Daily Rate (9 a.m. to 11 p.m.)	\$750	\$1,000
Extended Rate (2 p.m. - 11 p.m. Friday. 9 a.m. - 11 p.m. Saturday. 10 a.m. - 1 p.m. Sunday.)	\$1,250	\$1,500

The fee for hourly functions will increase by \$10 per hour after 6 p.m. The 'Small Meeting' fee does not apply to weddings and receptions. For those functions, the daily rate is in effect.

A Surf City Welcome Center staff member will be on duty during all scheduled events.

To reserve the Surfside Center, we ask a minimum down payment of 25 percent of your rental fee at the time you make your reservation. Please make your check payable to Town of Surf City. Once the 25 percent deposit is received, your function will be confirmed. The balance due is to be paid one month (30 days) prior to your scheduled event date.

For each event, a refundable security deposit of \$100 may be assessed prior to the event. Please make a separate check for this \$100 security deposit to Town of Surf City. Presuming there is no damage, the \$100 deposit will be refunded to you within 30 days of the conclusion of your function.

Cancellation Policy:

Should we receive written notice that you must cancel your function more than six months prior to the scheduled date, your down payment will be returned. Should you cancel within six months of your date, the Town reserves the right to retain the down payment, unless the event is rescheduled. The \$100.00 security deposit, if assessed, will be returned in both instances.

Owing to our coastal location, weather or similar emergencies often present the potential threat to life and or property. The Town of Surf City reserves the right to cancel or postpone the use of the facility. In that highly unlikely event, a full refund will be returned within three weeks of the scheduled date of the event.

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tourism@visitsurfcitync.com

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Reservations, Terms and Conditions for Leasing the Surfside Center

- Those leasing are responsible for the conduct of their guests.
- The use of tobacco products is not permitted inside the building.
- There shall be no illegal drugs allowed on the property, either inside or outside the facility.
- Those leasing the facility are responsible for set-up before and take down after each event.
- Those leasing the facility are responsible for returning the facility in a condition similar to that upon arrival, unless other arrangements have been made with Surfside Center staff.
- Per the Surf City Fire Marshall, unlit candles may be used for decoration. Only floating candles, floating in water, may be lit. Water may fill no more than half the container or vase.
- No concealed firearms are permitted on the premises.
- No sparklers or fireworks are permitted.
- Those leasing the facility are asked to comply with the Town of Surf City Noise Ordinance.
- The use of confetti or glitter is not permitted.
- Trash may be deposited in the waste containers in front of the outdoor patio area.
- No pets are allowed inside the facility. Service animals only are permitted.
- Alcohol is permitted inside the building and within the rails on the north patio area only. Brown-bagging is not permitted. Please see accompanying information concerning North Carolina statutes regarding serving alcohol.
- User is liable for any damage to the building, its contents and grounds.
- Alcohol permit, if required, is the responsibility of the individual leasing the facility.

Please retain this paperwork for your records.

THE SURFSIDE CENTER AT THE SURF CITY WELCOME CENTER

102 North Shore Dr.
Surf City, NC 28445

Reservation Form for Leasing The Surfside Center

Contact person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: Home: _____ Office: _____

Cell: _____ Email: _____

Date of Event: _____ Type of Event: _____

Time of Event: _____ Approximate Number of Guests: _____

Information on Fees:

To reserve The Surfside Center, please return a down payment in the amount of 25 percent of your rental fee. We cannot guarantee the space will be held until a down payment is received. Full payment is due one month prior to the event. Upon written notice of cancellation six months prior to the scheduled event, the entire down payment will be refunded. Cancellation less than six months prior to the event, the down payment will be retained by the Town of Surf City, unless the event is rescheduled. The entire security deposit, if assessed, will be refunded in the event of cancellation.

Payable Upon Returning Reservation Form:

Rental Fee: _____

25% of Rental Fee: _____

Balance Due: _____ (Due one month prior to the event)

Make checks payable to: *Town of Surf City* and mail to:
Surf City Welcome Center – 102 N. Shore Dr. – Surf City, NC 28445 – Attn: Facility Rental

Security (damage) deposit: \$100 (Due in a separate check) - Mail to the above address.

I have read and understand the Rules and Regulations and agree to abide by them.

Signature: _____

THE SURFSIDE CENTER
At the Surf City Visitor Center

102 North Shore Dr.
Surf City, NC 28445

Thank you for choosing The Surfside Center for your upcoming event.

May we please call to your attention the North Carolina statues regarding serving alcohol.

If you are planning to serve beer or non-fortified wine or champagne only at your event, a permit to serve alcohol is not required by law.

If you plan to serve fortified wine, liquor or mixed drinks at your event, and your caterer does not have a "Mixed Beverages Catering Permit," you must apply for a "Limited Special Occasion Permit." Upon request, we can send you a copy of this form, or you can request a form online at
<http://abc.nc.gov/application/menu.aspx?f=31>

If you plan to sell alcoholic beverages, a "Special One-Time Permit" is required. We can send you a copy of this form, or you can request a form online at:
<http://abc.nc.gov/permits/>

Forms need to be completed and mailed to the North Carolina ABC Commission at least two weeks in advance of your event. We suggest that you allow three to four weeks.

It is the responsibility of those leasing the facility to secure the permit, if plans for your event call for it. If the necessary permits have not been obtained, we are unable to allow the use of alcohol. Under no circumstances is brown-bagging permitted.

The consumption of alcohol is permitted inside the building and within the rails on the north patio area only. This procedure must be strictly enforced.

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Town of Surf City
Wedding Information

If the wedding is held within the town limits of Surf City a permit is not required.

- Check with the Parks & Recreation Department at 910-328-4887 to see if anything else will be happening at the location that you want to use.
- You may have a shade tent and chairs, however you may not mark off an area of beach and not allow others in.
- You may not have any glass on the beach.
- You may not have an open flame. No bonfires, candles or tiki torches.
- Please make sure that there is adequate parking for your guests.
- If you are going to have a band, DJ or a loud radio system you must come to the town hall for a noise permit.
- It is a good idea to make the Police Department aware of the event.
- Make sure no one parks on the sidewalk and bike path.
- Walking on or disturbing the dunes is not allowed.