

**JENNETTE'S PIER**  
NAGS HEAD, NC

**Facility Rental Guide**

Jennette's Pier at Nags Head  
7223 South Virginia Dare Trail  
Nags Head, NC 27959  
(252) 480-8582 ■ (800) 832-3474  
Fax: (252) 480-0719

## *Facility Rental Prices*

Encounter panoramic views of the Atlantic Ocean while celebrating your special event in style at Jennette's Pier. The private reception area located on the top floor of the pier house has cathedral wooden ceilings and is framed by wall-to-wall windows overlooking the outside covered deck. This seaside setting is a natural selection for weddings, rehearsal dinners, bridal luncheons, dinner parties and much more!

Guests may stroll along the Pier throughout the event in addition to dining and dancing over the sea. Imagine an event defined by the depths of its distinction that will leave your guests with waves of endless and unforgettable memories.

Any event may be structured to meet your needs and expectations and includes: private reception area, ocean pier access, tables and chairs for indoor and upstairs deck use only. The Rental Department staff will be on-site during the event.

For other options or for inquiries regarding smaller functions and weekday special discounts, please contact the Facility Rentals Department. Patron, Director, and Benefactor Members of the NC Aquarium Society are entitled to a 10% discount.

Jennette's Pier thanks you in advance for respecting the safety and well being of our visitors, the animals and exhibits.

## *Oceanview Hall*

Base Fee:	\$ 3300.00	Based on a 5 hour event with up to 175 guests.
Deposit:	\$ 500.00	Refer to "Fine Print" for details.

*Extra hours are available at an additional fee per hour over standard allotted time.*

Extra Hours:	\$ 500.00
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## *General Information*

**Hours and Availability:** The Pier is open year-round except for Thanksgiving, Christmas and New Years Day, and the hours vary depending upon the season. Events may be held during the day and after-hours subject to availability. Wedding rehearsals may be scheduled any day during the week but will need to conclude no later than 5:00 PM. All events must conclude by Midnight. The Pier must be clear of all rental guests by the end of the contracted rental time.

**Exceptions and Restrictions:** Commercial, private and non-profit groups may rent the Pier subject to availability and approval. The primary concern of the Pier is the safety and well being of the visitors, exhibits, animals and their components. To support these concerns and to insure the overall safety and needs of the rental group, the Pier reserves the right to move or terminate the location of any event.

**Other:** The Pier appreciates any attempts to recycle and use sustainable products and foods.

## *Deposits, Payments and Cancellations*

**Security Deposit:** A security deposit must accompany the signed rental application and contract, indicating acceptance of stated conditions of use. The amount of the required security deposit will vary depending on the rental option chosen. Upon receipt of the security deposit and signed forms, the reservation becomes official and the date will be secured.

**Payment:** An invoice for balance due will be submitted to the rental group six (6) weeks prior to the event's contracted rental date. Full payment of the rental fee must be received at least thirty (30) days in advance of the contracted rental date and is non-refundable. If payment is not received thirty (30) days prior, the event will be subject to cancellation. Payments should be made to Jennette's Pier and may be made by MasterCard, Visa, money order, cash or personal check.

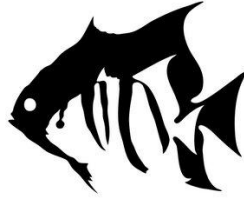
**Cancellation:** A 50% refund of the initial security deposit may be issued if the rental group cancels in writing six (6) months prior to the event's contracted rental date. Failure to cancel six (6) months prior will result in the forfeiture of the entire security deposit. Should the rental group terminate the event after the receipt of full payment, the group will not be entitled to any payment reimbursements of any kind. If for any reason, the Pier is forced to cancel the event due to weather, mechanical system failure or other unforeseen events, a full refund will be issued to the rental group. However, no other compensation will be provided.

**Refund Method:** The security deposit will be refunded within thirty (30) days after the event by Jennette's Pier if all of the conditions and terms are met as defined by this contract. A Social Security/Federal ID number is required to issue all refunds that are paid by cash, personal check or money order.

**Hurricane/Natural Disaster Policy:** If officials call for an evacuation of the area due to a hurricane or natural disaster, the Pier will not host the event. The rental group has the option of rescheduling the event or have all monies refunded to them. If a hurricane, natural disaster, or other extreme emergency threatens the area the Pier retains the discretion to determine whether it will remain open for the event to proceed.

## *Facility Rental Conditions*

- ❑ The rental group is responsible for ensuring that the Pier premises are restored to their original condition immediately following the event's conclusion.
- ❑ The vendors and rental group are responsible for the removal of food, beverages and rental materials and cleanup.
- ❑ All caterers are required to have a food service permit issued by the County Department of Public Health and Liability Insurance in order to provide services for events held at the Pier.
- ❑ The rental group is responsible for rental equipment and goods. The Pier assumes no responsibility for loss of any items stored at the facility that belong to the rental group or associated vendors.
- ❑ Balloons, rice and bird seed are not permitted.
- ❑ Candles are permitted if they are in enclosed containers.
- ❑ All aspects of the event including decorations, caterer, music and special lighting requirements or needs must be pre-approved by the Facility Rentals Department. This is to ensure the health and well being of our animals. Due to the sensitivity of our exhibits, we require that nothing be posted, taped, nailed, screwed or otherwise attached to the tanks, exhibit graphics or other parts of the building's furnishings.
- ❑ The Pier strives for 100% exhibit operation but some exhibits are occasionally closed for maintenance. No discounts or refunds will be made for these closures.
- ❑ Alcoholic beverages are limited to beer, wine and champagne and must be approved prior to the event. Liquor is strictly prohibited on the Pier property by state law.
- ❑ Self-serving of alcoholic beverages is not allowed. Open containers may not leave the Pier. Alcoholic beverages may not leave the second floor reception area.
- ❑ Cash bars are limited to non-profit organizations only. The non-profit organizations must obtain a Special One Time permit from the ABC commission before a cash bar will be allowed.
- ❑ Use of any restricted or illegal substance on-site by or on behalf of the responsible contracted rental group, guests and associated vendors will result in immediate expulsion from the property, event cancellation without refund and notification of the proper authorities and law enforcement officials in accordance with the state of North Carolina.
- ❑ Smoking is absolutely prohibited in all indoor facilities.
- ❑ At its discretion, the Pier reserves the right to limit the event time and/or noise level. The rental group and associated vendors may not enter or use any rooms or areas not previously specified in the rental contract or deemed closed and off-limits.
- ❑ During operating hours, the Pier will be open to other activities and/or programs, such as fishing, educational activities and special events.
- ❑ The rental group and associated vendors must adhere to the closure times and criteria as specified in the rental contract. If the event is longer in duration than the contracted rental time, additional time will be charged as such and the fees will be taken out of the security deposit.
- ❑ The organization, individual party or groups responsible for the rental of the Pier assume all liability during and as a result of the sponsored activity or event. The Pier reserves the right to charge the rental group additional fees as a result of extra security and other Pier staff, excessive cleaning or incurred damages. Any and all damages incurred will be the responsibility of the rental group and will be subject to forfeiture of the original security deposit in full and any additional charges deemed necessary to restore the facility and its property to its original condition.



JENNETTE'S PIER  
NAGS HEAD, NC

*Facility Rental Application and Contract*

**BRIDE'S NAME:** \_\_\_\_\_

**GROOM'S NAME:** \_\_\_\_\_

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

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE + 4 digits:** \_\_\_\_\_

**HOME #:** \_\_\_\_\_ **WORK #:** \_\_\_\_\_ **CELL #:** \_\_\_\_\_

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

**TYPE OF EVENT:** \_\_\_\_\_

**EVENT DATE(S):** \_\_\_\_\_

**CEREMONY TIME:** \_\_\_\_\_

**EVENT START TIME:** \_\_\_\_\_

**EVENT CONCLUSION TIME:** \_\_\_\_\_

**REHEARSAL DATE AND TIME:** \_\_\_\_\_

**NUMBER OF ATTENDEES:** \_\_\_\_\_

**HOW DID YOU HEAR ABOUT US:** \_\_\_\_\_

**FACILITY RENTAL FEE:** \$ \_\_\_\_\_

**EXTRA HOURS \_\_\_\_\_:** \$ \_\_\_\_\_

**SUBTOTAL:** \$ \_\_\_\_\_

**DISCOUNT:** \$ \_\_\_\_\_

**TOTAL PACKAGE PRICE:** \$ \_\_\_\_\_

**SECURITY DEPOSIT:**                      **VS    MC    CASH    CHECK**                      \$ \_\_\_\_\_

**CREDIT CARD #:** \_\_\_\_\_ **EXP.** \_\_\_\_\_ **VCODE** \_\_\_\_\_

**NAME AS IT APPEARS ON CARD (PAYER)** \_\_\_\_\_

I hereby acknowledge with my signature a full and complete understanding of the facility rental conditions and payment requirements of the rental agreement and agree to abide by these conditions and terms and any special provisions by Jennette’s Pier and the State of North Carolina.

The security deposit is to accompany the signed rental application and contract and liability waiver in order to reserve the date and time of the event. Please sign and mail original pages 5– 7.

X \_\_\_\_\_  
Rental Group Responsible Party Signature

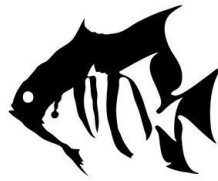
\_\_\_\_\_  
Date

X \_\_\_\_\_  
Print Name

X \_\_\_\_\_  
Pier Facility Rental Coordinator Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Print Name



JENNETTE'S PIER  
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**LIABILITY RELEASE AND EXPRESS ASSUMPTION OF RISK**

For and in consideration of the use of the Jennette's Pier facilities, 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 Jennette's Pier for my planned event, as such event is described in the Facility Rental Information, whether such injury or damage occurs before, during or after such event. Also, I shall indemnify and hold harmless Jennette's Pier, their employees and agents from all responsibility against any claims filed by parties for any such injuries, acts and all damages.

Furthermore, in signing this agreement, I hereby agree to comply with and abide by the laws applicable to the serving of alcoholic beverages at an event. Jennette's Pier reserves the right to refuse alcoholic beverages to any individual that appears intoxicated.

In consideration of being allowed to set up equipment at and access the Jennette's Pier property, I hereby personally assume all risks in connection with my actions and those of any service providers while on the Pier property and, for any harm, injury or damage that may befall me or those of any service providers, whether foreseen or unforeseen.

I further state that I am of lawful age and legally competent to sign this liability release. I understand that the terms herein are contractual and not a mere recital, and that I have signed this document of my own free act.

**I have fully informed myself of the contents of this liability release and express assumption of risk by reading it before I signed it on behalf of myself and my heirs.**

X \_\_\_\_\_  
Rental Group Responsible Party Signature

Date \_\_\_\_\_

X \_\_\_\_\_  
Print Name

X \_\_\_\_\_  
Pier Facility Rental Coordinator Signature

Date: \_\_\_\_\_

X \_\_\_\_\_  
Print Name