

**Town of Holden Beach**  
**Pavilion Policies and Procedures**  
Revised January 2013

Features

The Town of Holden Beach has a covered 1,300 sq. ft. covered stage with a 430 sq. ft. back deck and fishing pier adjacent to a North Carolina Wildlife ramp for public use.

These operations and reservation procedures are for the Pavilion stage facilities only.

Holden Beach Town sponsored events such as the Concert by the Sea series, Days at the Dock and Festival by the Sea are exempt from these procedures.

There are no kitchen facilities or permanent restrooms. A water tap is available.

Stipulations for Public Use

The Town of Holden Beach reserves the right to accept or reject any use of the facility whether or not it is reserved.

A reservation and user fee will be required for any group larger than 15 or a group of any size participating in any organized activity. All other users can reserve the Pavilion to ensure guaranteed use but do not have to reserve the facility.

All reservations have priority over non-reservation use.

Only those events, which would not cause embarrassment to the Town of Holden Beach or disrupt the neighborhoods thereto, will be allowed.

Individuals or groups renting the stage facilities must arrange and set-up for their function.

A facilitator from the group renting the stage facilities is to be present during the hours reserved for the event.

The designated person in charge shall be responsible for the conduct of the group and clean up of the area after use.

The Town of Holden Beach assumes no liability for injury or damage to personal property. Renters/users will indemnify and hold the Town of Holden Beach free and harmless from any or all liability on account of injury to any person(s) or damage to any renter/user property growing out of, directly or indirectly resulting from, any activity sponsored by the renter/user.

The Town of Holden Beach is not responsible for any stolen property while using the facility.

The Town of Holden Beach reserves the right to bill the renter for any damages.

Failure to adhere to the rules and regulations detailed herein may result in ejection or denial of future use of the facility.

### Rules and Regulations

Operating hours are 8:00 a.m. to 10:00 p.m.

Park only in designed areas.

No beer, wine, or alcoholic beverages or illegal substances are permitted.

No person will be allowed to have firearms, explosives, knives or any other weapons on the property.

No person shall use obscene, loud or abusive language at any time.

Behavior that disturbs the peace and tranquility of the surrounding community is not allowed.

No gambling.

No smoking on the stage or back deck.

No open flame or charcoal cooking on wooden facilities.

Children are to be supervised at all times.

Nails or metal devices are not permitted to hang decorations, banners posters, etc. on the building structure.

Any personal equipment utilized by the renter/user must be removed immediately after the function is over.

Clean up should be to an "as found or better" condition. All clean up is to be completed before 10:00 p.m.

The stage shall be swept and all clutter removed including cigarette butts on or beside the stage.

If used, clean off picnic tables and dispose of all trash in the proper receptacles.

Replace trashcan liners and remove the trash from the site.

### Reservation User Fee

Reservations are taken on a first-come-first served basis.

Reservation requests must be submitted at least two weeks prior to the requested stage facilities usage.

To make a reservation contact: Town Hall at: 842-6488.

The Holden Beach Town Manager or designee will determine the acceptability or disapproval of the request to use the facilities.

The stage facility is limited to one reservation per day.

A reservation user fee is required to reserve the Town of Holden Beach Pavilion stage facilities.

User Fee

\$75 for the entire day (8:00 AM – 10:00 PM)

Town of Holden Beach  
Pavilion Stage Facilities Rental Agreement

This is to confirm the rental agreement between \_\_\_\_\_  
and the Town of Holden Beach.

Purpose of Rental: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Date of Rental: Date: \_\_\_\_\_

Time of Rental: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

I, the undersigned, agree to abide by all rules and regulations applicable to the Town of Holden Beach stage facility and will be responsible for any and all damages and/or personal injury resulting from the use of the facility. Refer to the Town of Holden Beach Pavilion Policies and Procedures for details.

The user fee is to be paid within 24 hours once the Town of Holden Beach has approved the reservation.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Holden Beach Town Manager or designee: \_\_\_\_\_

**FOR TOWN USE – User Fee**

Amount: \_\_\_\_\_ Payment Method: \_\_\_\_\_ Date Paid: \_\_\_\_\_