



**Town of Duck**  
**Wedding-Related Event Registration Policy**

The qualities that make Duck a great place to live and vacation also make it an attractive location for weddings and special events. Large, well-appointed rental homes can be an ideal venue for large parties. It is important to remember that these homes are located in residential neighborhoods and these events, if not properly managed, can disrupt the quality of life for neighbors and other members of the community. The Town of Duck's economy is tourism based, and it is the position of the Town to encourage and facilitate properly planned events that are cognizant of residents, businesses, and other visitors. For this reason, Duck is asking event planners to fill out the attached form which documents the measures that will be taken to reduce event related impacts such as noise, parking, signage, and trash removal.

If you are planning a wedding-related event in the Town which involves more than 50 people, please fill out the attached form and return it to the Town of Duck Town Hall 30 days in advance of the event. This form will be circulated to neighborhood associations, the property manager or owner of the proposed venue, and the Town of Duck Police and Fire Departments in order to ensure that they are aware of your event plans and also so that they can contact you prior to or during the event, should this be necessary.

The Town of Duck's regulations for signage, noise, and trash removal can be found on the Town's website at [www.townofduck.com](http://www.townofduck.com) and are referenced on the registration form. Please note that these regulations remain in effect at all times and failure to comply with Town regulations could result in penalties or fines as well as the possibility of event disruption or termination. Also, please note that the Duck Police Department will be routinely monitoring conditions during the course of the event, specifically to preempt issues related to noise and parking.

For more information or questions regarding the Wedding-Related Event policy, please call the Department of Community Development at (252) 255-1234 or visit the Town's website at: [www.townofduck.com/planningzoning.htm](http://www.townofduck.com/planningzoning.htm).



# WEDDING-RELATED EVENT REGISTRATION

Registration submission required 30 days in advance of an event.

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

**PLEASE DO NOT LEAVE ANY BLANKS** (Mark N/A as appropriate & use additional sheets if necessary).

## A. Contact and Event Information:

Date(s) of Event #1: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

Event #2: \_\_\_\_\_

Event #3: \_\_\_\_\_

*(Events may include wedding ceremony, reception, rehearsal dinners, brunch, etc.)*

Event(s) will be held on private property at the following location/address:

Registrant Name (s): \_\_\_\_\_

Email (please print clearly): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Name, cell phone & email of responsible party or wedding planner on-site & available on the day of the event: \_\_\_\_\_

*(Note that the responsible party should be someone who is readily accessible with this cell phone on his or her person during the event in case the Town should need to make contact regarding noise, trash, parking, or similar issues)*

Number of participants expected: \_\_\_\_\_

Neighborhood Association Name/Contact/Phone: \_\_\_\_\_

Property Management/Realty Firm Name/Contact/Phone: \_\_\_\_\_

Rental Property Name and Rental House Number: \_\_\_\_\_; Or,  
Property Owner Name/Address/Phone if property is not in a rental program:

## B. Parking/Traffic Flow:

*Cars may not be parked on the side of the road in Duck. If you plan to use an off-site location for private parking, please demonstrate that you have sufficient permission to use this facility. Please describe your parking plan (i.e. use of shuttle buses, person to direct traffic, use of other parking facilities, etc.):* \_\_\_\_\_

## C. Sound/Noise:

*Please note that Duck has a noise ordinance that is in effect at all times.*

What kind of sound system/amplification/music will be used?

DJ  Band  House Sound System  Other (please describe): \_\_\_\_\_

What will be the hours of operation for the sound system? \_\_\_\_\_

Will the sound system be located outside of the building?  Yes  No

**D. Trash Collection/Removal:**

*Trash Collection is curbside on Monday and Friday from May 1<sup>st</sup> to September 30<sup>th</sup>. The remainder of the year trash collection is on Mondays. Recycling is curbside on Mondays. Please describe your plan to remove overflow trash from your event (i.e. obtain extra trash receptacles, to be handled by rental company etc.):* \_\_\_\_\_

**E. Signage and Decorations**

*Signs, balloons, streamers and similar items are not permitted within the rights of way along NC12 and side streets. Please limit decorations (no more than three days duration) to the property where the event is being held and note that the property line is generally 15 feet or more back from the paved portion of the right of way.*

*Please describe what signage/decorations you are proposing to use for your event:*

**With the signature below, the registrant indicates that (s)he has read and understands the Town of Duck Registration Policy for Wedding-Related Events and will comply with this Policy.**

You are strongly urged to obtain approval from the appropriate homeowner association before your event(s). Failure to do so could result in legal action by the applicable homeowner association to enforce their covenants. Your signature on this application indicates that you understand that the Town of Duck does not enforce or consider the effect of neighborhood covenants when reviewing wedding related event registration applications.

\_\_\_\_\_  
Registrant Signature

\_\_\_\_\_  
Date

The Town of Duck will distribute this information to:

Town Manager  
Chief of Police  
Fire Chief

Property Owner or Manager  
Neighborhood Association  
Property Owner or Manager of Off-Site  
Parking Facility (if applicable)

If you have any questions regarding event registration or this form, please contact the Director of Community Development via email at [info@townofduck.com](mailto:info@townofduck.com) or by phone at 252-255-1234.

***Please submit this form at least thirty days in advance of the event via email to the address above, via fax at 252-255-1236, or via mail to:***

ATTN: Wedding Event Registration  
Town of Duck  
P.O. Box 8369  
Duck, NC 27949

*The Town will send an acknowledgement email or letter so that you know the registration form has been received.*

***Please Accept Our Best Wishes for a Beautiful and Safe Wedding Event!***