**Wedding Checklist for Whalehead in Historic Corolla Park**

This checklist is only to help provide you with information that is required to be provided to the Whalehead in Historic Corolla Park Coordinator.

This is **NOT** to be considering a "Wedding Checklist" for your entire wedding or to be considered a replacement to any checklist provided by a professional wedding planner.

Event Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_ Contracts signed, initialed, and returned

 Security Deposit Received - $750

\_\_\_\_\_\_\_\_\_\_\_\_Lawn (s) selected

 North Lawn South Lawn \_\_\_The Point \_\_\_ Gazebo

\_\_\_\_\_\_\_\_\_\_\_\_Certificate of Liability Insurance (\*COI) from Applicant due 90 days prior to event

\_\_\_\_\_\_\_\_\_Local Wedding Coordinator - name and contact information due 90 days prior to event

\_\_\_\_\_\_\_\_\_\_\_\_Noise Ordinance Permit [Application](https://co.currituck.nc.us/wp-content/uploads/2018/02/currituck-sheriff-noise-permit.pdf) (Allow 2 weeks for processing) due 90 days prior to event

\_\_\_\_\_\_\_\_\_\_\_\_Limited Special Occasion Permit [Application](https://portal.abc.nc.gov/Web%20Documents/Sections/Permits/Retail/4.%20Limited%20Special%20Occasion%20Permit%20Application/Limited%20Special%20Occasion%20Permit%20Application.pdf) (Allow 30 days for processing) due 90 days prior to event

\_\_\_\_\_\_\_\_\_\_\_\_List of vendors working on property due 90 days prior to event

\_\_\_\_\_\_\_\_\_\_\_\_Basic Timeline (Set-up times, start time, end time, clean up times)

\_\_\_\_\_\_\_\_\_\_\_\_Dressing Room(s) Access – Time \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_If you choose that you do NOT want your photos used for promotion, an Email

 must be received 30 days before the wedding

\_\_\_\_\_\_\_\_\_\_\_\_Final payment due 90 days before the wedding

\_\_\_\_\_\_\_\_\_\_\_\_If golf carts are requested at $300 each per day for 6 hours, (first-come, first-serve basis) payment

 must be received 90 days before the wedding so drivers can be arranged

\_\_\_\_\_\_\_\_\_\_\_\_ Temporary Use [Permit](https://co.currituck.nc.us/wp-content/uploads/2017/12/temporary-use-permit.pdf) (Tent Permit – that is typically handles by the tent company)

\*COI **Certificate Holder** Info: ***County of Currituck, 153 Courthouse Rd., Currituck, NC 27929***

In the amount of $1,000,000 naming **Currituck County** as **Additional Insured**