



DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
**NORTH CAROLINA DIVISION OF PARKS AND RECREATION**  
**Hammocks Beach State Park**  
**APPLICATION FOR FACILITY RESERVATION**

- Full payment is required at time the reservation is made. The prices include the non-refundable \$3.00 reservation fee.
- Facility availability may be limited Memorial Day through Labor Day.
- Please check capacity limitations for each facility prior to making reservation. Maximum number of participants can vary based on facility, set up, and event type. Check with park staff for more information about accommodation limits.
- A special activity permit may also be required for an additional fee. Check with park staff to determine if a special activity permit will be required.
- All events must be held during park hours. Events cannot interrupt normal park operations.

Facility Type: **Auditorium** –  Full day (8 hours) \$178.00  Half day (4 hours) \$103.00  **Gazebo (full day only) \$58.00**

Requested date: \_\_\_\_\_ Approximate arrival time: \_\_\_\_\_ Approximate end time: \_\_\_\_\_

Approximate number in party: \_\_\_\_\_

Type of activity planned: \_\_\_\_\_

Organization/Group name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

*The above phone number and email address will be used for questions and concerns regarding your reservation.*

Available equipment – please check any equipment you wish to utilize:

**Auditorium:**

- Podium  LCD projector  8' Projection screen  8'x4' Dry erase board  
 20"x8' Tables (6 available)  8'x4' Conference table with 8 chairs  Refreshment table

**Gazebo:**

- Picnic tables (2 available)  Inside gazebo  Outside gazebo

Will a tent, canopy, or membrane structure be used for the event?  Yes  No If yes, size of tent: \_\_\_\_\_

*\*Tents, canopies or membrane structures 700 square feet or larger may require a permit. Please contact park staff for additional information.*

Special Activity Permit required?  Yes  No

I, the undersigned, on behalf of the organization referenced above, confirm that I have read and understand the State Park regulations and information on both pages 1 and 2 of this application and take full responsibility for use of all facilities.

Signature of person responsible for group: \_\_\_\_\_ Date: \_\_\_\_\_

Hammocks Beach Official: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
Processed by: _____	Receipt number: _____

Please return this completed application with a check payable to Hammocks Beach State Park for the full amount due to:

**Hammocks Beach State Park**

Attn: Facility Reservations  
1572 Hammocks Beach Road  
Swansboro, NC 28584

Cash, Visa, Mastercard or Discover accepted **only in person** at the park office Monday through Friday.

**ADDITIONAL FACILITY INFORMATION**

**Auditorium**

- › 30' x 25' room with 3 tier platform seating
- › Capacity is limited to 75 people seated or 30 people seated with tables
- › No food or drinks allowed in auditorium. A refreshment table may be set up in the hallway.
- › No alcoholic beverages permitted at any time.

**Gazebo**

- › Picnic shelter with 2 picnic tables
- › Capacity is limited to 30 people seated with tables and bench along sides or 100 people without seating and using the lawn area
- › Park vehicles in designated areas only. One vehicle is permitted to be used for dropping off items or passengers, but must return to the parking lot immediately after drop off. Vehicle must stay in between trees within 20 feet to the right of the sidewalk. **Do not drive on septic drain field.**
- › Walking distance from parking lot is approximately 350 feet.
- › There is no electricity available in the gazebo area.

**REFUND AND CANCELLATION POLICY**

- Cancellations made before close of business the 14th day prior to the scheduled arrival date will result in the loss of the \$3.00 per night, non-refundable reservation fee and \$3.00 per day cancellation fee.
- Any changes or cancellations made before the close of business the 14th day prior to the scheduled arrival date will result in the loss of the \$3.00 per night, non-refundable reservation fee.
- No refunds for no-shows or cancellations made less than 14 days prior to the scheduled arrival date.

**FEE SCHEDULE**

Facility	Fee per night
Auditorium (full day)	\$178* (\$175 + \$3 reservation fee)
Auditorium (half day)	\$103* (\$100 + \$3 reservation fee)
Gazebo and surrounding lawn (full day only)	\$58* (\$55 + \$3 reservation fee)

**FACILITY CAPACITY INFORMATION**

Facility	Maximum Capacity
Auditorium – seated	75 people
Auditorium – seated with tables	30 people
Gazebo – picnic tables	30 people
Gazebo – lawn and picnic tables	100 people

\*Reservations must be paid in full when made. \$3 non-refundable reservation fee is included in price. Do NOT mail cash for reservation fee.

**REGULATIONS AND INFORMATION**

- Group or company assumes responsibility for attendees obeying all North Carolina State Park rules and regulations and any and all North Carolina General Statues.
- Alcoholic beverages are strictly prohibited unless PERMIT applied for and APPROVED.
- Releasing balloons or confetti anywhere in the park is prohibited. This is considered littering and a citation may be issued.
- The use of nails, tacks, screws, staples are prohibited. Decorations, signs, posters, etc. may be attached using only tape, string or other removable items that will not damage or destroy premises. Any attachments, as well as the items used to affix them, must be removed at the end of occupancy
- Hammocks Beach State Park does not provide any food, drink, tents, chairs or catering equipment.
- Nearby Amenities: restrooms and a water fountain can be found on back deck of visitor center.
- Rental of any facility is on a first come, first served basis. Availability may be limited Memorial Day through Labor Day. Hammocks Beach State Park meetings, events, and programs take priority over other outside events.
- All events are held during park hours. The park gate closes and is locked at night. Access in or out is not permitted during closed hours and hours change with the seasons. Closed Christmas Day. Park hours are:
  - › **Gate Hours:**  
Year-round: 8:00 a.m. – 6:00 p.m.  
Memorial Day – Labor Day: 8:00 a.m. – 7:00 p.m.
  - › **Visitor Center Hours:**  
Year-round: 8:00 a.m. – 5:00 p.m.  
Memorial Day – Labor Day: 8:00 a.m. – 6:00 p.m.