

## 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

\_\_\_\_\_ Noise Ordinance Permit [Application](#) (Allow 2 weeks for processing)

\_\_\_\_\_ Limited Special Occasion Permit [Application](#) (Allow 30 days for processing)

\_\_\_\_\_ List of vendors working on property

\_\_\_\_\_ 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, (first-come, first-serve basis) payment must be received 90 days before the wedding so drivers can be arranged

\_\_\_\_\_ Temporary Use [Permit](#) (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**