



Events Policy

DuPont State Recreational Forest



Approved: 14 April 2022

Purpose: This document defines the basic guidelines and restrictions for Events – including weddings, elopements, religious or non-religious ceremonies, special events, meetings, exhibitions, or similar happenings – at DuPont State Recreational Forest (DSRF). This document also defines the procedures commercial and non-commercial groups, individuals, business, and organizations will follow to hold any type of Event at DSRF.

NOTE: This policy does **NOT** apply to activities organized by DSRF or the North Carolina Forest Service (NCFS) or to activities that DSRF co-manages with public land, government, and community partners.

Guidelines and Restrictions for ALL Commercial and Non-Commercial Events:

All Events require a State Forest Use Permit (“Permit”). Based on the missions of the NCFS and DSRF, the authorizing General Statute governing the management of DSRF, the high volume of visitors to DSRF, and the number of commercial Event venues within Henderson and Transylvania Counties, all permits related to Events at DSRF will come with the following “Additional Conditions and/or Notes”:

1. The Event must take place during normal hours of operation 5a.m. – 10p.m.
2. The Event will be limited to no more than 25 participants (collectively “Participants”) including the permittee, organizers, attendees, presenters, musicians, wedding party, officiants, photographers, organizers, caterers, etc. unless specifically indicated in the permit.
3. All Participants, including the permittee, will park in the Guion Farm parking area; however, parking is not guaranteed nor may it be reserved.
4. The Event permittee will not limit the public’s access to any areas of DSRF including meadows, streams, rivers, waterfalls, lakes, forests, trails, roads, or parking.
5. Commercial Event permittees will reserve the Guion Farm Picnic Shelter and will have exclusive use of the picnic shelter for the entire day. Non-commercial Event permittees have the option of reserving the Guion Farm Picnic Shelter but are not required to do so.

6. The permittee is responsible for collecting and removing any and all trash associated with the Event including food wrappers, cigarette butts, chewing gum, event documentation, decorations, signs, flower petals, confetti, etc.
7. The permittee will not throw rice, seeds, or other items.
8. The use of live or dried plant/flower material – including cut flowers and potted plants -- is prohibited to avoid introducing unwanted pests, insects, or vegetation into DSRF.
9. The releasing of doves, balloons, butterflies, or other living or non-living entities is not allowed.
10. The Event participants and vendors will abide by all other NCFS Rules including, but not limited to:
 - a. All pets must be on a physical leash and under control at all times.
 - b. Camping is not allowed on DSRF.
 - c. Entering or using areas, buildings, or trails designated "No Entry," "Do Not Enter," or "Authorized Personnel Only" is prohibited.
 - d. Alcohol and illegal controlled substances are prohibited.
 - e. Campfires and cooking fires (charcoal, gas, wood, or other fuel) are not allowed on any part of DSRF.
 - f. Drones are not allowed.
11. The Event will not set up chairs, arbors, stands, risers, tents, etc. unless they receive written permission to do so at least one week in advance.
12. The Event will not attach ribbons, balloons, signs or other decorations to any forest plant, rock, or sign; however, signs, ribbons, streamers, and other decorations may be placed on and around the Guion Farm Picnic Shelter if the permittee has reserved the shelter.
13. The Event may include acapella and acoustical music but may not use speakers, PA systems, or bullhorns unless specifically granted permission in the permit.
14. FM transmission systems for the hearing impaired are allowed.

15. DSRF reserves the right to cancel or interrupt an Event at any time because of an emergency situation, including but not limited to a medical emergency, wildfire, emergency rescue, active shooter, etc. All Participants will follow verbal direction of DSRF Rangers or Law Enforcement Officers.
16. The permittee accepts that normal forest activities such as timber harvests, facility repairs/construction, and road/trail/parking area maintenance will continue as planned. DSRF will alert the permittee to these activities whenever possible but cannot guarantee that these normal forest activities will not occur on the day covered by the Event permit.

COMMERCIAL Business/Organization/Individual/Group Permit Procedure

1. Event planning and/or facilitation companies that wish to advertise, promote, or use DSRF as a venue are required to apply for a Commercial Use Permit (“CUP”).
 - a. The CUP is valid for one calendar year from January 1st through December 31st.
 - b. The CUP costs include an annual \$81 administrative and a \$5 per person use charge (including guests, officiants, planners, etc.) and will be invoiced at the end of the year.
 - c. Officiants, musicians, caterers, etc. involved in an Event are not required to obtain a separate CUP. They will be covered under the CUP of the Event permittee.
 - d. Photographers involved in an Event are not required to obtain a CUP for pictures taken at the Guion Farm picnic shelter and surrounding meadows.
 - e. Commercial Use Permits granted for Events at DSRF come with the following Administrative Code exceptions:
 - i. 02NCAC 60B.1021 Commercial Use Enterprise
 - ii. 02NCAC 60B.1023 Meetings/Exhibitions
 - f. Companies, organizations, and individuals may apply for a Commercial Use Permit at <https://forms.office.com/g/FsnwCn67xA>

2. A reservation for the Guion Farm Picnic Shelter must be made for each Event organized by a commercial user.
 - a. Picnic Shelter Reservation Requests become actual reservations when the fee for the Guion Farm Picnic Shelter is paid in full.
 - b. Picnic Shelter Reservations are scheduled on a first-come first-served basis and are required for all commercial Events at DSRF.
 - c. Holding a CUP does not guarantee availability or priority scheduling of the Guion Farm Picnic Shelter.
 - d. Picnic Shelter Reservations for commercial Events are available on the following days:
 - i. January – May: Sunday – Saturday except for state holidays
 - ii. June, July, August: Monday – Friday except for state holidays
 - iii. September – December: Sunday – Saturday except for state holidays
 - e. No single individual, organization, or business may make more than 2 weekend-day picnic shelter reservations per month from April – November.
 - f. No single individual, organization, or business may make more than 10 total picnic shelter reservations per month from April – November.
 - g. Reservation Requests for the Guion Farm Picnic Shelter can be made at: **<https://forms.office.com/g/JbNWJfZgtj>**
 - h. Picnic Shelter Reservations cost \$40 per reservation and may be paid by cash or check via mail (PO Box 300, Cedar Mountain, NC 28718) or in person (The Visitor Center, 89 Buck Forest Road, Cedar Mountain, NC 28718).
 - i. Picnic Shelter Reservations are non-refundable but may be transferred to a different date.

NON-COMMERCIAL Individual/Group/Organization Permit Procedure

1. Individuals and non-commercial groups/organizations wishing to hold an Event that is **NOT** organized by a commercial Event planner, company, or business must apply for an Event Use Permit and have the **option** of making a Picnic Shelter Reservation Request.
 - a. The Event Use Permit is valid for a single day of use.
 - b. The Event Use Permit is free of charge.
 - c. Officiants, musicians, caterers, etc. involved in the non-commercial Event are **NOT** required to obtain a separate CUP.
 - d. Photographers involved in the Event are not required to obtain a separate CUP for photos taken at the Guion Farm Picnic Shelter and surrounding meadows.
 - e. Event Use Permits granted to individuals and non-commercial groups for Events at DSRF will come with the following Administrative Code Exception: 02NCAC 60B.1023 Meetings/Exhibitions
 - f. Individuals and non-commercial groups/organizations wishing to hold an Event that is **NOT** organized by a commercial Event planner, company, or business need to apply for a Non-Commercial Event Use Permit at:
<https://forms.office.com/g/1ZtS39hMBU>
2. Individuals and non-commercial groups/organizations wishing to hold an Event that is **NOT** organized by a commercial Event planner, company, or business have the option of making a Picnic Shelter Request for the Guion Farm Picnic Shelter, the only location at DSRF that accommodates Events.

Although optional, DSRF highly recommends reserving the Guion Farm Picnic Shelter. Individuals and non-commercial groups/organizations that choose to hold their Event without making a reservation for the Guion Farm Picnic Shelter understand that the picnic shelter may be reserved and used for other Events on the same day as their Event and that Event activities are only allowed at the Guion Farm Picnic Shelter and surrounding meadows.

- a. Guion Farm Picnic Shelter Reservations for Events are available on the following days:
 - i. January – May: Sunday – Saturday except for state holidays
 - ii. June, July, August: Monday – Friday except for state holidays
 - iii. September – December: Sunday – Saturday except for state holidays

- b. No single individual or non-commercial group/organization may make more than more than 2 weekend-day picnic shelter reservations per month from April – November.
- c. No individual or non-commercial group/organization may make more than 10 total picnic shelter reservations per month from April – November.
- d. Reservation Requests for the Guion Farm Picnic Shelter can be made at:
<https://forms.office.com/g/JbNWJfZgtj>
- e. Guion Farm Picnic Shelter Reservations cost \$40 per reservation and may be paid by check via mail (PO Box 300, Cedar Mountain, NC 28718) or in person (The Visitor Center, 89 Buck Forest Road, Cedar Mountain, NC 28718).
- f. Picnic Shelter Reservation Requests remain requests until full payment for a reservation is received.
- g. Picnic Shelter Reservations are non-refundable but may be transferred to a different date.