

the History Place Fee Schedule (10/2007)

Use of the "Red Room" - Conference Room

The classroom is ideal for smaller groups and meetings. It holds 20 or less people at tables or with chairs alone. There is a pull down screen, TV/VCR and overhead projector available, as well as a dry-erase chalkboard. Groups may use the coffee urns and water pitchers. There is also a refrigerator available.

Pay Schedule A:

During Museum Hours: 10am to 4pm Tuesday through Saturday

Conference Room \$20/hr

Pay Schedule B:

After Museum Hours (Nights) or On Weekends

Conference Room \$30/hr

Requirements:

- " **Security Deposit**-25% of rental Fee required when Reserving Room (Will be applied as part of total rental fee)
- " **Janitorial Security Fee** - a \$30 (Set up/Clean up Classroom/Security)
- " **Cancellation Policy**- a two-week notice is required prior to event for refund.
- " **Damage Penalty** - an additional fee will be added for any damage. Damage will be determined immediately following event and rentor is responsible.
- " **Decorations** - Nothing may be nailed, taped or affixed to the walls or tables under any circumstance.
- " **Candles** - burning candles are **NOT** allowed in the conference room.
- " **Dishes** - Any museum dishes/glasses that are used must be washed and placed in the dishwasher by rentor.
- " **Tablecloths** for the rectangular tables may be rented for \$8 each. If cloths are damaged the rentor will be charge the cost of a new tablecloth (\$19).
- " If **Alcohol** is served, Rentor **must** have liability insurance and provide proof of insurance. Museum Insurance does **NOT** cover other events

***Groups that meet on a regular basis may be given a discount*

the History Place/Carteret County Historical Society
1008 Arendell Street, Morehead City, NC 28557
Phone: (252) 247-7533 ext. 101 Fax: (252) 247-2756

Rental Contract - Red Room Conference Room

Rental Information

Day _____ Date(s) _____ Time _____

Type of Event: _____

Set-up Required: _____
The attached diagram for the room set up must be returned to the History Place four days prior to event.)

Set-up Time Requested: (Day) _____ (Time) _____
(A charge will apply for set up time)

Applicant Information:

Name: _____

Name of Company or Organization: _____

Address: _____

Phone: () _____ Fax: () _____ E-mail: _____

Deposit and Fees:

Conference Room Fee

Rental Fee:	\$	
Janitorial/Set-Up/Security Fee:	\$	30.00
Table Cloths:	\$	
Security Deposit Paid:	--\$	
Total Due:	\$	

I certify that I am the authorized and responsible party or representative; that I have received, read and understand the rules for use; and I will comply with the regulations, policies and fees for the reserved area.

Applicant's Signature: _____ Date: _____

Cindi B. Hamilton, Executive Director
Carteret County Historical Society, Inc. Representative