

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

Rental Contract (Full Payment must be made upon reserving room)

Rental Information

Day _____ Date(s) _____ Time(s) _____

Type of Event: _____

Space(s) to be Used: (Banquet Hall/Auditorium) _____ ("Red Room" Conference Room) _____

Those renting the Banquet Hall/Auditorium may use the Conference Room for setting up platters or for caterers at no additional charge.

Set-up Required: _____

The attached diagram for the room set up must be returned to the History Place five days prior to event or reservation will be cancelled

Time You Plan to Set Up: (Day) _____ (Time) _____

(A charge will apply for set-up time)

Applicant Information:

Name: _____

Name of Company or Organization: _____

Address: _____ CITY,ST,ZIP _____

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

Additional Contact: Name _____ Phone: _____

*** A copy of your driver's license and/or social security number must be attached***

Banquet Room/Auditorium Fee	
Rental Fee: (\$50 per hour)	\$ _____ (approximate charge MUST be paid in full upfront)
Janitorial/Set-Up/Security Fee:	\$ <u>60.00</u> (Non Negotiable)
Administrative/Processing:	\$ <u>75.00</u> (Applies to all rentals)
Total Due:	\$ _____ (additional charges must be paid within 30 days of event).

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. If payment is default, the Rentor is also responsible for all collection, legal or court fees.

Applicant's Signature: _____ Date: _____

For: _____
(name of organization or group)

Contact: Steve Anderson, Executive Director

Rental Information Sheet

Rentor: _____

Date of Event: _____ Time: _____

1. Number of persons expected to attend Event: _____
 2. Please provide the name and phone number of caterer (if applicable): _____

 3. Will there be liquor served? _____ Beer & Wine _____ Hard Liquor _____
 4. Do you have proof of Alcohol Liability? _____
**** Persons, Clubs, Groups and Organizations are required to obtain their own insurance policy if alcohol is provided at event. Proof of Insurance must be shown. The museum insurance does NOT cover other organization's events.**
 5. **If a Disc Jockey and / or band is to be used for the event they may NOT use the museum sound system, or hook into our PA system. They must provide their own sound equipment separately. Please provide the name and phone number of D.J. or band.** _____
 6. If this is a ticketed event, where will tickets be sold? _____
 7. How many tables will you need: _____ { 17 round (60 inches) and 30 6-foot rectangular tables & three 6-foot narrow rectangular tables and four 5-foot narrow rectangular tables available } How many chairs will be needed? _____ { There are 180 chairs available }
- ** Please note table cloths will no longer be available****
9. What day and time do you plan to set up? _____

RULES AND REGULATIONS:

In consideration of the Carteret County Historical Society, Inc. (the "Landlord") allowing Rentor, his guest, invitees, employees, agents, to occupy and use the Premises on the date referenced above, Rentor agrees to abide by the rules and regulation of Landlord regarding the use of the Premises at all times and to be responsible for the actions of his guests, invitees, employees and agents on and about the Premises. The Rentor further agrees to defend, with counsel satisfactory to the Landlord, and completely indemnify and hold Landlord forever harmless from and against any all liabilities, fines, suits, claims, demand, actions, causes of action, losses, costs (including attorneys fees), damages, judgments, expenses of any kind or character whatsoever, due to or arising out of (a) any damage to, loss, or destruction of any property arising directly or indirectly out of Rentor's use of the Premises; and/or (b) any injury to any person, including death, resulting at any time, occurring in or about the Premises and arising out of, directly or indirectly, Rentor's use thereof. Rentor's indemnification obligations shall extend to and be deemed to cover the actions of his employees, agents, guests and invitees.

In the event that the Landlord is made a party to any action or proceeding in which Rentor is required to defend pursuant to the provisions of this Agreement, the Landlord shall have the right to appear and take part in the action or proceeding by legal counsel of its choice at Rentor's expense.

Rentor shall also completely indemnify Landlord as to all cost and expense incurred to enforce the terms, provisions, conditions and covenants of this Agreement, including but not limited to, collection of attorneys fees, collection fees and court costs. Rentor hereby assigns any liability insurance policy that he maintains which is required to satisfy Rentor's obligations under this Agreement.

(Signature of Rentor)

Steve Anderson, Executive Director

(Signature of Carteret County Historical Society Representative)

the History Place Fee Schedule

Use of the Les A. Ewen Banquet Room/Auditorium

The Auditorium holds 180 people theater style (chairs only) and 165 people at round tables with chairs

Pay Schedule

Room/Area	Rate
Banquet Hall/Auditorium	\$50/hr

Requirements:

- * The **approximate total rental fee** must be paid in full upon reserving the room.
- * The Renter will be charged the hourly rates if he/she uses the facility to decorate before an event. Time is also charged if caterers, florists or other associated individuals need to have access to the facility prior to the event time.
- * **Forms** -A copy of rentor's drivers license and/or social security number must be attached
- * **Payment/Balance** –Renter must pay any balance on other fees (extra hours, etc.) within 30 days. If payment is in default, the rentor is responsible for all collection fees, attorney and/or court cost. Legal action will be taken at the rentor's cost.
- * **Janitorial/Security Fee** - a \$60 (Set up/Clean up Auditorium/Security) *Non negotiable fee*
- * **Cancellation Policy:** a two-week notice is required prior to event.
- * **Alcohol Use** - if alcohol is served, proof of liability insurance **must** be provided prior to event. (Applies to individuals, clubs, groups and organizations)
- * **Damage Penalty** – an additional fee will be added for any damage. Damage will be determined immediately following event and Renter is responsible
- * **Table cloths** – are no longer available to rent. Renter shall bring his or her own cloths to use.
- * **Decorations** - Nothing may be nailed, taped or affixed to the walls or tables under any circumstance.
- * **Candles** - burning candles are NOT allowed in the auditorium or conference room
- * **No Smoking** is allowed anywhere in the facility. **No illegal drugs** of any kind may be brought to the facility
- * **Piano** – the piano in the auditorium shall **not** be used during parties, meetings or weddings (unless specifically rented \$400) and approved by director
- * **The layout sheet for the auditorium** must be received by the director one week prior to event or reservation will be cancelled. The Renter shall meet with the set up/security personnel at the History Place to review layout for approval.

Items Available for your Event or Meeting From the History Place

We are delighted that you are considering hosting your function at the History Place. We want to help make your event or meeting as easy on you as possible. The following items are available for your use at no charge (the one exception is tablecloths*):

Tables:

Seventeen (17) sixty inch round tables that hold 8 people comfortably each
Thirty (30) six foot rectangular tables
Three (3) six foot narrow rectangular tables
Four (4) five foot narrow rectangular tables

Chairs:

180 chairs are available. The auditorium can seat 180 people theater style, or 165 people with tables and chairs.

PA system: (for conferences and meeting groups only)

A state of the art PA system is available. A standing Podium is also available. We have two standing microphones and one wireless microphone available. ****The PA system may NOT be used by DJ's or bands. Musical groups MUST use their own equipment and are not allowed to hook into our system.**

Conference Room/Kitchenette:

Our kitchenette may be used by the caterer or to help you as you set up trays. However, none of our trays or dishes may be used for your function. You will need to bring any dishes or silverware yourself. The Renter is responsible for cleaning up the kitchen area after use.

Free Standing Bars- For groups who serve alcohol or need a coffee or tea bar, we do have two free-standing bars that you may use. **{If alcohol is served, proof of insurance by the renter MUST be provided prior to the event}**

Coat Racks:

We have coat racks if your guests need a place to hang their sweaters or jackets. Please list it on your set-up sheet.

Tablecloths: *

Renter will need to bring his or her own cloths for our tables. We no longer rent table cloths. There are several places in town that you may rent cloths from. We will be happy to give you the phone numbers.

Piano: *

The piano on the stage in the auditorium shall **not** be used during meetings, events, parties, weddings, concerts, etc. (unless specifically rented \$400 and approved by the director)

Rest rooms:

There are public rest rooms, handicapped accessible, for your guests. The restrooms are located towards the back entrance to the museum - (there are directional signs).

*

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

RULES AND REGULATIONS For Renting the History Place

In order to ensure that the Premises are properly maintained, the following rules and regulations shall apply to any request to utilize the Premises:

1. An interested party should contact Steve Anderson at (252) 247-7533 ext. 101 regarding availability of dates and times. The Premises shall be available on a first come, first served basis and the hours of availability are Monday through Sunday. The Premises must be reserved in advance. **Dates can not be held without pre-payment.**
2. A Reservation Agreement must be filled out and submitted to the Landlord (the History Place) along with an **approximate full payment based on hours estimated, plus additional charges expected.** If there is a balance on the rental fee it must be paid in full no later than 30 days from the event. In the event of an unpaid balance, legal action will be taken (collection fees, legal fees and court costs) at the cost of the Rentor.
3. At least one (1) of the persons that reserved the Premises must be present at all times during the function.
4. Children must be supervised at all times to ensure none of the museum artifacts, exhibits or property is damaged in any way.
5. No smoking is allowed in the museum. No illegal drugs are allowed in or on premise
6. No burning candles of any type are allowed in banquet room/auditorium or conference room.
7. **Nothing** may be nailed, taped or attached to the walls, tables or counters of the auditorium or conference room. No confetti or rice may be thrown inside the museum at weddings. (The renter will be responsible for the cost to cover any damage.)
8. The piano shall **not** be used by Rentor without permission from the director of the Museum.
9. If alcoholic beverages are going to be served or present at the function, **All Rentors (individuals and groups) must have and provide a copy of liability insurance.** The museum insurance does **NOT** cover individual event liability. At all times, the Rentor shall oversee the dispensing and use of alcoholic beverages on or about the Premises and shall make sure that all persons consuming such beverages are above the age of twenty-one (21) years. The Landlord reserves the right to make additional requirements in the event of the use of a keg and/or based upon expected attendance at the function.
10. Immediately after the function, the Rentor shall make sure that the Premises is cleaned of all the items the Rentor brought in. In addition to the hourly rental fee, an **Administrative/Processing fee of \$75**, and a **\$60 set up and janitorial/security fee** applies for all Rentors using the banquet room/auditorium and a **\$30 set up and janitorial/security fee** applies for all Rentors using the conference room for all events. The Premises must be in substantially the same clean condition that it was in prior to the event.
11. No loud music or other activity shall be allowed at the Premises, which constitutes a nuisance. The determination of what constitutes a nuisance shall be in the sole discretion of the Landlord acting through its duly elected officers.
12. In the event of a violation of these rules, the Landlord reserves the right to immediately terminate the function, and impose a damage fee to Rentor.

Parking

The History Place has ample of parking for most groups, especially if the event is on the weekend or at night.

We do ask that if you have a large event with 75 people or more and schedule your event during the day hours (Monday-Friday), please ask your guests not to park in the Chalk & Gibbs parking spaces. Your guests need to use our spaces and the public parking lot across the street from the History Place. (By the train depot)

Use of Piano

The Yamaha grand piano on the stage is not available for use during weddings, parties and other events unless specifically rented (\$400) and approved by the director of the History Place. In addition, nothing may be placed on the top of the piano during such any events.

Sound System

The museum's sound system may not be used by D.J.'s at parties. Any musical entertainment will need to provide its own sound equipment.

For lectures and other applicable events, the sound system (microphones, CD player, cassette player, etc.) may be used only if the director and security personnel have been notified and have approved the use. The security personnel will set the equipment up and handle any and all needed changes for volume or sound control. The Rentor will not tamper with any of the equipment before or during the event.

Alcohol Policy

All persons, organizations, clubs and groups must have their own insurance liability and proof of insurance must be provided before event. The museum insurance does NOT cover other person's or organization's events. ** (Rentor should contact his or her insurance company to verify coverage prior to signing the rental contract.)

Room Set-Up

Rentor **must** fill out and return room set-up sheet at least 5 (five) days prior to event. (Drawing will include location of tables, chairs and other items needed for event) Rentor should make an appointment to meet staff to review layout prior to event to ensure proper set-up. Failure to do so will result in cancellation of the reservation previously made. *Museum and Exhibit area may not be used when renting.*

Kitchen

Rentors may **not** use any of the items in the Museum Kitchen (dishes, glasses, trays, pitchers, coffee urns, punch tray, utensils or any condiments {sugar, salt, etc.} Rentor should bring his or her own supplies. There is a large refrigerator that the rentor may use as long as he/she removes their items when they leave.

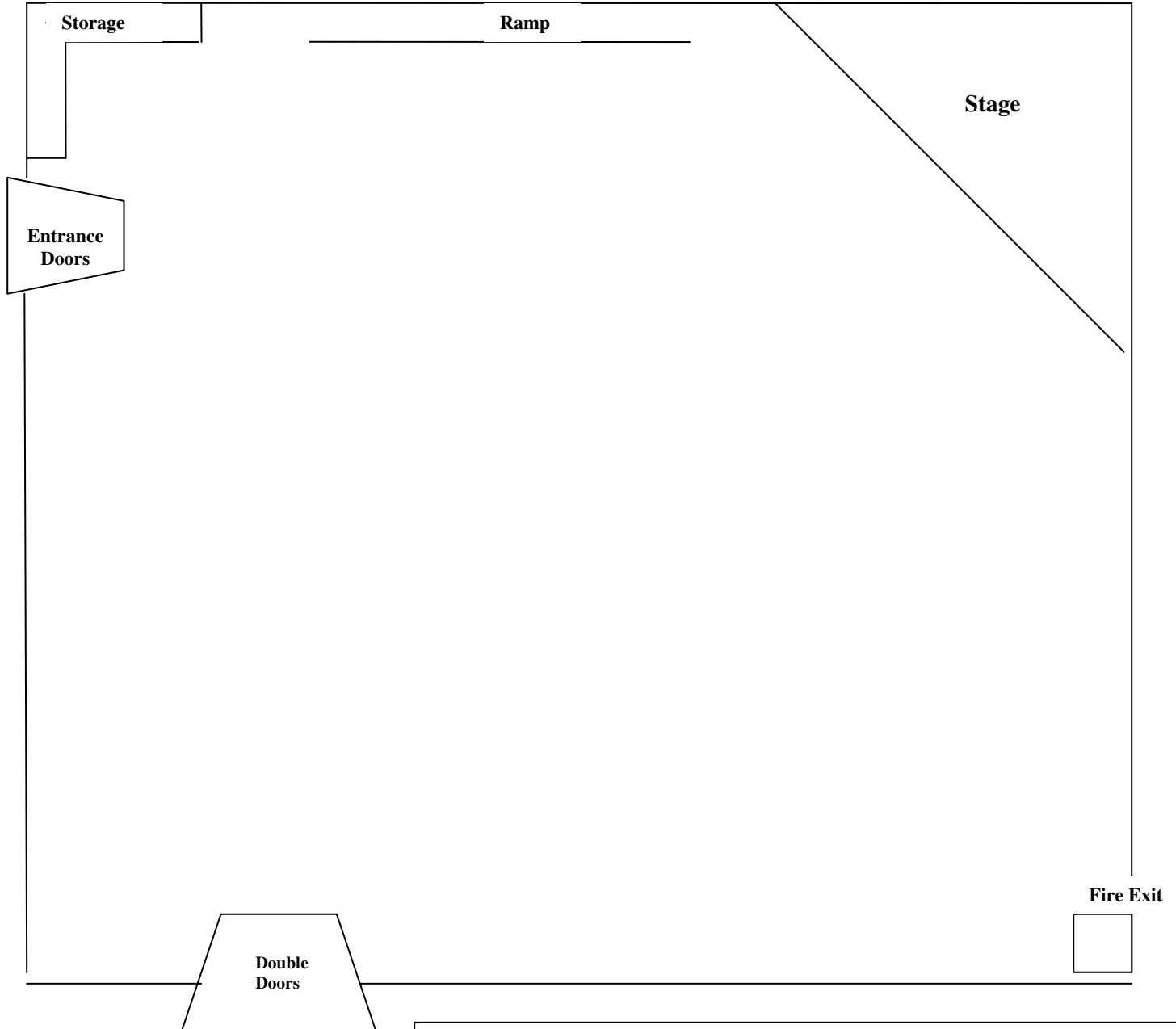
YEAR _____

Diagram for Set-up for the Les A. Ewen Banquet Room

Contact Name: _____ Date & Day of Week: _____

Type of Event: _____ Time of Event: _____

The day and time you wish to set-up/decorate: _____



# of Round Tables _____	Alcohol _____
# of 6ft. Rectangular Tables _____	
# of 5ft. Tables _____	
Other: _____	

Cancellation Policy:

The History Place 4/2008

All rental reservations are subject to the following cancellation policy:

In the event you wish to cancel your reservation at the History Place, the rental fee/deposit you have paid will be subject to the following cancellation policies.

- 75% refundable 120 or more days prior to reservation date
- 50% refundable 90 or more days prior to reservation date
- 25% refundable 60 or more days prior to reservation date
- non refundable if cancelled less than 60 days

Approved by the Board of Directors
Carteret County Historical Society, Inc.

C: cancellation

Rentor's Check List

- 1) ___ Complete Application
___ Be sure to sign bottom of agreement
- 2) ___ Attach check, cash or pay by credit card
* Total payment is due before event
- 3) ___ Attach copy of driver's license
- 4) ___ Attach copy of insurance {Personal Liability} if serving any alcohol. Your agent can fax it to 252-247-2756.
- 5) ___ If needing table cloths, be sure to ask your caterer or party rental business. We no longer provide cloths.
- 6) ___ One week prior to event, set up a time to meet with History Place staff and sketch out the layout for the location of the tables and chairs. Also jot down on the layout sheet the time you will need access to the building the day of your event.
- 7) ___ Take a deep breath and relax. Your event will be fabulous!