



History Museum of Carteret County
1008 Arendell Street, Morehead City, NC 28557
Phone: (252) 2477533

RENTAL AGREEMENT (2022)

(A \$200 booking fee must be paid before the room is reserved in your name.)

Renter Information:

Today's Date _____

Date(s) of Event _____

Type of Event: _____

Your Name: _____

Name of Your Company or Organization: _____

Contact Mailing Address: _____

Phone(s): () _____ () _____

E-mail: _____ *(please print clearly)*

- *Attach a copy of your driver's license or other identification*

Have you rented here before? Yes No When? _____

Additional Contact: Name _____ Phone: _____

1. Number of persons expected to attend event: _____

2. Please provide the name and phone number of caterer, if applicable.

3. Will alcohol be served? Yes No

If yes, please go to "Use of Alcohol" section below. Note: Visit the ABC website to get the correct form for your liquor license.

4. Music and Sound: Please provide the name and phone number of D.J. or band. *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. We have a sound system for hire, however, it must be operated by our people.*

5. If this is a ticketed event, where will tickets be sold? _____

6. How many tables will you need: 5-foot Round ___ (*15 available*); 6-foot rectangular ___ (*39 available*); 6-foot narrow rectangular ___; 5-foot narrow rectangular ___

7. How many chairs will be needed? _____ (*165 chairs available*)

If more chairs or tables are needed than available from the museum, the renter is responsible to obtain them and handle the return.

Rules and Regulations:

In consideration of the Carteret County Historical Society, Inc. (the "Landlord") allowing the Renter (the "Lessee"), their guest, invitees, employees, agents, to occupy and use the Premises on the date referenced above, Lessee 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 their guests, invitees, employees and agents on and about the Premises. The Lessee 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 Lessee'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, Lessee's use thereof. Lessee's indemnification obligations shall extend to and be deemed to cover the actions of their employees, agents, guests and invitees.

In the event that the Landlord is made a party to any action or proceeding in which Lessee 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 Lessee's expense.

Lessee shall also completely indemnify Landlord of 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. Lessee hereby assigns any liability insurance policy that he maintains which is required to satisfy Lessee's obligations under this Agreement.

THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF THE STATE OF NORTH CAROLINA, WITHOUT GIVING EFFECT TO ANY PRINCIPLES REGARDING CONFLICT OF LAWS.

(Signature of Lessee)

(Signature of Carteret County Historical Society Representative)

Cancellation Policy:

All rental reservations are subject to the following: In the event you wish to cancel your reservation, the rental fee, not counting the \$200 deposit, you have paid will be subject to the following cancellation policy.

1. 75% refundable if 120 or more days prior to event date.
2. 50% refundable 90 to 119 days prior to event date.
3. 25% refundable 60 to 89 days prior to event date.
4. If you cancel less than 60 days prior to your event date, all funds are forfeited.

If the reservation is canceled with in 48 hours of making the reservation, both the \$200 deposit and any other money paid will be returned.

Determining Your Costs

Carteret County Historical Society regularly rents space in its building and the parking lot as a revenue-generating activity. Our **auditorium** is most frequently rented for private birthday parties, business meetings, anniversary celebrations, special events and wedding receptions. The **parking lot** can be rented separately for outdoor events. The money generated by these rentals helps support our ongoing building expenses as well as the mission of the Society.

Non-Refundable \$200 Booking Fee

This fee covers the first two hours of your rental. It also helps cover all administrative overhead, including scheduling, setup of rectangular or round tables, padded chairs, bar stands, use of kitchenette, refrigerator, or other work that you request in advance of your arrival and the removal of the museum items used after your event is over. This is a museum staff function and cannot be performed by the renter or the outside individuals.

Damage Deposit: \$125.00

This is a separate fully refundable deposit as long as no damage to the building or its contents occurs. We suggest you write a separate check to us, and we'll return it to you not cashed if all goes well.

Variable/Hourly Costs:

The space you need and the length of the time you need it determines your variable costs. There is a **two-hour minimum** on all rentals. In estimating your particular event's cost, plan time for setup/decorating, the event itself, and cleanup. On top of the two-hour minimum, the total number of hours rounded to the nearest quarter hour determines your variable cost. Include your caterer's setup and any decorating or advance work you may require prior to the event's official start time. This also covers the museum's security personnel who will remain on site during the whole period of your rental. Also, include cleanup time, as you are responsible for the removal of all decorations and garbage. This needs to be put in the dumpster behind the building.

Estimate your rental time here:

Auditorium *Those renting the Auditorium includes use of the break room for caterer's setup. Please verify your need for the break room with the Executive Director.*

1) Setup:	Date: _____	From _____	to _____	= _____
2) Event:	Date: _____	From _____	to _____	= _____
3) Cleanup:	Date: _____	From _____	to _____	= _____

Total number of hours in possession of the auditorium or parking lot (*rounded to the nearest quarter hour*)
= _____

With your hourly estimate in hand, apply it to this fee schedule to determine your costs:

Auditorium or parking lot
\$100 per hour x _____ hours _____ (*two hour minimum charge*)

Total: _____

EXTRAS:

- Sound System:** Full room sound: \$125 per event _____
- Podium/Mike:** @ podium microphone: \$25 per event _____
- Video System/ Projector:** \$40 per event _____

Note: if you will be using your computers, please advise the staff on what wires you'll need: HDMI, VGA, USB, etc.

- Staging:** 8' x 4' x 16" high sections \$25 each _____ (5 1/2 sections available)
- Yamaha Grand Piano:** \$150 _____

Two stage units are included. If tuning is required, it is the responsibility of the Renter to hire and pay a qualified piano tuner and coordinate with Society to have it in place in time for the event.

Subtotal: _____

Discounts:

Non-Profit Organizational or CCHS Member Discount

(Non-profit Certificate Required) – 5% _____

Full Payment within a week of Booking

(Cash or Check only) - 5% _____

- Booking Fee (\$200)** _____

Grand Total: _____

Liability & Use of Alcohol:

Individuals, Clubs, Groups and Organizations are required to obtain their own liability insurance policy that covers both inside the museum building and in the parking lot and liquor license. If beer or unfortified wine is to be served, only the insurance is required by the museum. The museum insurance does NOT cover other organization's events. Go to <https://abc.nc.gov/Permit/WzHome> to obtain the liquor license. **Be sure to allow enough lead time to obtain the insurance and license and give copies to us.**

Do you have a Liquor Permit? Yes No Not applicable

Do you have proof of Alcohol Liability insurance? Yes No

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 Lessee is also responsible for all collection, legal or court fees.

Applicant's Signature: _____ Date: _____

(Signature of Carteret County Historical Society Representative)

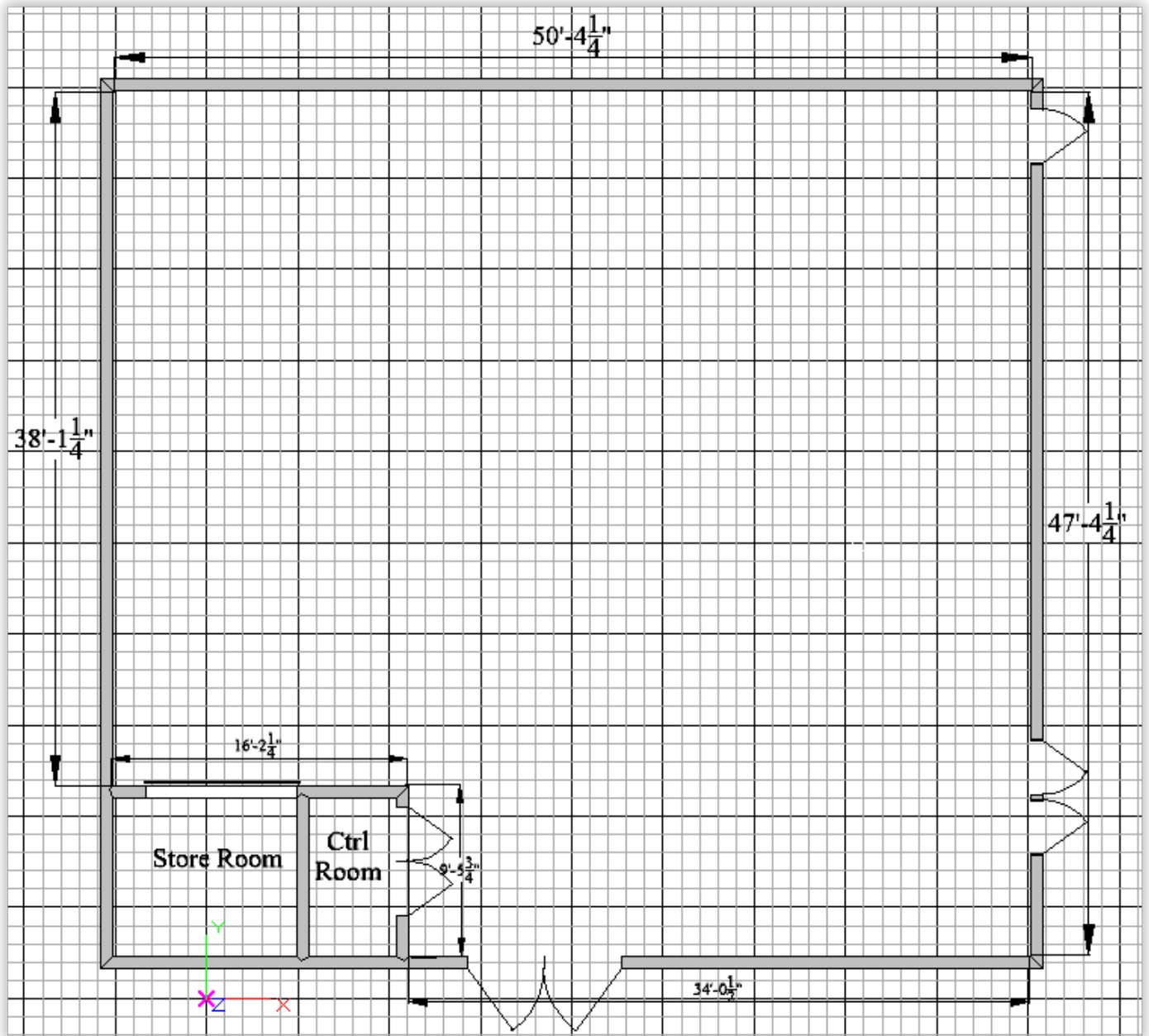
Appendices

Auditorium: Seating Capacities

These numbers are for general guidance only. The actual seating capacity will depend on your arrangement. The fire marshal limit is 150 when tables are used, 300 when using theater seating arrangement

Designing Your Setup

Use this to-scale setup diagram to help us arrange the chairs and tables to fit your event. See our “Wedding Album” on Facebook to get ideas as to how to set up the room. This diagram **must** be returned to us at least **14** days prior to your event in order for us to prepare it for you. Please email to us in a timely manner.



Local Caterers/Bartenders/DJ's/Rentals

**Here are a few good reliable establishments that we use here at the museum.
Each of them will do a fantastic job; or you can bring in your own food.**

Caterers

Amos Mosquito's (Alec Cooper)
252-247-6222

<http://www.amosmosquitos.com>

703 E. Fort Macon Road,
Atlantic Beach, NC 28512

Beaufort Grocery/Shepard's Point (Charles Parks)
252-728-3899

<http://www.beaufortgrocery.com>

117 Queen Street,
Beaufort, NC 28516

Class Act Catering (Phyllis Manning)
910-389-7498

<http://classactcateringnc.com>

PO Box 1718
Swansboro, NC 28584

Fat Fellas (Jeremy Cannon)
252-223-3299

<http://www.fatfellasbbq.com>

133 East Chatham Street,
Newport, NC

Floyd's 1921 (Shanna and Floyd)
252-727-1921

<http://www.floyds1921.com>

4th and Bridges Street,
Morehead City, NC 28557

Longhorn Steakhouse (Cassandra)
252-222-3137

<http://www.longhornsteakhouse.com>

5120 Highway 70 (Arendell St.)
Morehead City, NC 28557

Panera Catering (Dena Anbar)
252-222-4990

www.panerabread.com

5176 Highway 70,
Morehead City, NC 28557

Riverside Steak & Seafood (John Kilgore)
910-326-8847

<http://www.the-riverside-swansboro.com>

1 Main Street Ext.,
Swansboro, NC 28584

Roland's BBQ & Chicken (Oscar)

252-728-1953

www.facebook.com/pages/Rolands-Barbecue

815 Cedar Street,
Beaufort, NC 28516

The Flame (Linda Hill)

252-633-1193

<http://www.theflamecatering.com>

2301 Neuse Blvd.
New Bern, NC 28560

The Infusion Café (Kurt or Lori)

252-240-2800

theinfusioncafe@hotmail.com

facebook.com/theinfusioncafe

1012 Arendell St
Morehead City, NC 28557

White Swan

252-726-9607

<http://www.whiteswanatlanticbeach.com>

2500 West Fort Macon Road,
Atlantic Beach, NC 28512

Bruce's Bartenders

Professional and honest bartenders for any occasion
(Robert Bruce Kinney) 954-548-9406

brucesbartenders@hotmail.com

www.brucesbartenders.com

DJs

GB's DJ Music – all occasions

252-729-6331; cell: 252-725-9298

gbsdj@hotmail.com

<http://www.gbsdj.vpweb.com/>

Rental (Tablecloths, tables, Dishes & Foodservice, etc)

Country-Aire Rental

<https://www.countryairerental.com/special-event>