

Wayne County Historical Association & Museum Rental Agreement

This agreement, made between (Renter Name) _____ and the Wayne County Historical Association & Museum (WCHA & Museum), is for use of the museum space for rental on (Date of Use) _____ for the time allotted between (Rental Start Time) _____ and _____ (Rental End Time).

Terms of Rental Agreement

- All rentals work on a first come, first served basis. Once the booking fee has been submitted, the 2nd floor ballroom will be reserved for the renter.
- **Booking Fee** – This \$75 (non-refundable) fee secures your date and usage of the space from the times provided in this rental agreement. Your date and space are not secured unless this fee is paid, and the booking fee will only secure the hours provided on this document. **A \$100 (non-refundable) fee is required for events with alcohol present.** The Booking Fee is NOT a deposit, and is NOT payable toward your rental payment. It is a separate fee for the reservation of the space on your specified date during the time specified on this document.
- **Cover Fee** – This \$100 cover fee, which is collected from the renter in the form of **CASH OR CHECK** (separate from booking fee/rent), will be made refundable if all procedures listed on this Rental Agreement and the Ballroom Procedures documents are abided by **completely**. The WCHA & Museum has the right to deposit this money if the renter does not adhere to the terms of this Rental Agreement and Rental Procedures form. Refunded cover fees will be returned by a museum representative after your event has ended and clean-up has taken place.
- **Rental Rate** – This is a \$75/hour charge with a minimum of (2) hours of use. The full amount of your rental **MUST** be paid at least one week in advance of the rental date provided on this Rental Agreement document. The WCHA & Museum has the right to cancel your rental, **without** reimbursement, if the full amount is not paid at least a week in advance. **A \$100/hour rental rate is required for events with alcohol present.** Rental payments are non-refundable. No rental can extend past 11:00pm.

*** A 3% transaction fee will be charged for debit card payments***
- **Security Personnel** – If your rental begins at or continues after 8:00 PM and alcohol is being served, we require security personnel to be present at your event. This will either be an off duty police officer or Sheriff's deputy. Security must be approved by the WCHA & Museum staff. You will be informed at the signing of your rental agreement if security is required.

A copy of the GPD/Sheriff's Deputy Employment Request Form is due at least one week in advance of your rental date.

Hours of Use:

The hours of use will be from _____ (AM or PM) to _____ (AM or PM). It is the responsibility of the renter to complete set-up and clean-up within the hours specified on this document.

- The renter **must** remain on the premises during the entire event. If you cannot be here during your set up process, a representative, which will be present at time of set-up, must also understand and sign this Rental Agreement document, which states that this person is representing the actions of the renter, who is **solely** responsible for the space. It is the responsibility of the renter who signs this document to ensure that rental attendees are aware of the procedures specified in this contract.
- The storage of items for the renter will **not** be allowed prior to rental date/time. All decorations, appliances, storage containers, etc. will not be allowed into the building at the times listed on the Rental Agreement document and will be completely removed at the end of the rental. Anything left on the premises and not claimed in (7) days from the day of the rental will become the property of the WCHA & Museum. Storage of items during your event will be exclusive to the ballroom **only**. Access to the Woman's Club room, stage, or side wings of stage is not allowed.
- The cost of damage repairs to the museum and/or its contents are the sole responsibility of the renter. When you are renting the 2nd floor, you are **not** renting the museum. Do not go beyond the elevator or main lobby area, without express consent from a WCHA & Museum staff member.
- The WCHA & Museum will provide a heated/cooled space on the 2nd floor of the museum building. Bathrooms are located upstairs off the ballroom and downstairs to the rear of the building and will be clean and functional with paper towels, toilet paper, and soap. **If possible, it is preferred that renters only use the upstairs bathroom for safety purposes.**
- The museum will provide on-site staff during the hours of use. The WCHA & Museum staff member or volunteer reserve the right to remove any person(s) who do not follow the conduct on either the Rental Agreement or the Ballroom Procedures documents.

Renter Expectations

- The renter must provide all table coverings, decorations, tableware, eating utensils, serving pieces etc.
 - Under no circumstances should the renter use decorations which might damage museum property or alter museum displays. No decorations can be affixed to the walls, ceilings, window treatments, or exhibits. The WCHA & Museum requests that renters be mindful of decorations, and limit the use of confetti, glitter, streamers, stickers in order to reduce the risk of alteration or damage to museum property. Dividers, stanchions, and other furniture cannot be moved without the express consent of a WCHA & Museum staff member. Absolutely no candles or other open flames are allowed in the museum. All candles must be battery operated. It is the renter's responsibility to provide any decorators with this information.

- The renter must be responsible for the set-up and break-down of tables and chairs used during the rental.
 - The WCHA & Museum provides tables and chairs for rental events. The renter is responsible for setting up the tables and chairs for the rental. The renter is also responsible for putting away the tables after use. **Tables and chairs must be stored safely and correctly as instructed by WCHA & Museum staff.**

- The renter must provide any music or DVDs, including the equipment on which they are played. Music cannot be played until the museum officially closed to the public and should be kept at a reasonable volume. Vibrations negatively affect certain items within our archives.
 - ○ **Use of electronic equipment:** Any equipment owned by the WCHA & Museum is NOT available to be used by the renter. DJs and others providing music or entertainment must provide their own equipment.

- Any food or beverages served are the sole responsibility of the renter

- Any alcoholic beverages.
 - **In the event alcohol is served,** no one under 21 years of age can consume alcohol on the premises. Rentals serving alcohol will be required to have security present at their event. Any renter or guest who is boisterous or destructive due to

excessive alcohol consumption will result in the entire rental party being removed from the premises immediately. The WCHA & Museum reserves the right to notify the Goldsboro Police Department if the rental party will not leave peacefully or if said person attempts to drive a vehicle. The renter is liable for the consumption of alcohol by any member of the event. The acquisition of a liquor license is suggested, but not required, unless tickets have been sold for your event.

- For the safety of our renters as well as the safety of museum property, absolutely **no** entrance into **staff only** areas is permitted. If a WCHA & Museum staff member becomes aware that these areas have been accessed without express permission, a WCHA & Museum representative has the right to remove the rental from the facility.
- **Smoking:** This is a smoke free facility. Smoking is allowed **outside** the building in the designated smoking area. The renter is responsible for cleaning up any cigarette butts and all other trash left on the premises.
- **Trash & Recycling:** The WCHA & Museum will provide liners for all trash cans. Renters are expected to empty trash and replace liners at the end of each rental. A dumpster is located at the back of the building.

Renter Conduct

For the duration of the entire event, the renter and guests must abide by the WCHA & Museum building use policies and comply with applicable regulations and laws. The renter is solely responsible for the actions of the guests and for **any** damages or losses incurred during the event. The WCHA & Museum has the right to deposit the Cover Fee if any of the terms of this Rental Agreement document or the Ballroom Procedures document are not followed. The WCHA & Museum staff reserve the right to refuse entry or remove anyone from the premises which he/she deems to be behaving in an inappropriate, abusive or destructive manner towards the property, the building, its contents, or the WCHA & Museum staff member or volunteer representative present.

Due to the Wayne County fire code, occupancy by more than 100 people is prohibited.

Thank you for choosing the Wayne County Museum!

Your museum, where history lives.

Rental Agreement

The parties agree that any dispute shall be subject to the laws of the state of North Carolina, and any legal action shall be brought in Wayne County, North Carolina. The parties agree that this is the entire agreement and will abide by the conditions stated therein.

WCHA & Museum Representative: _____

Title: _____ Date: _____

Renter Signature: _____ Date: _____

Rental Rep. Signature: _____ Date: _____

Address: _____

Phone/Email: _____

Type of Event: _____

Security needed? **Yes** or **No**

Will alcohol be present? **Yes** or **No**

DJ provided? **Yes** or **No**

Children under 21 present? **Yes** or **No**

Deposit, Cover Fee & Rental Amount

To be filled out by WCHA & Museum representative

A 3% fee is charged for card payments

Booking Fee: _____ Date Paid: _____
Method: **Cash** or **Check** or **Card**

Cover Fee: _____ Date Paid: _____
Method: **Cash** or **Check**

Full Rental Amount: _____ Date Paid: _____
Method: **Cash** or **Check** or **Card**

Date of Rental: _____ Time Allotted: _____

Date of Funds Deposited (the little bank): _____

If the WCHA & Museum cancels your event due to unforeseen circumstances, etc., you will be reimbursed your total payments made up to the cancellation.