

**Wayne County Historical Association & Museum Rental Agreement (Rev. 09/2023)**

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: **MM/DD/YYYY**) \_\_\_\_\_ for the time allotted between **(Rental Start Time)** \_\_\_\_\_ **(AM / PM)** and **(Rental End Time)** \_\_\_\_\_ **(AM / PM)**.

**Terms of Rental Agreement**

- All rentals work on a first come, first served basis. Once the booking fee and signed Rental Agreement have been accepted, the 2nd floor ballroom will be reserved for the renter.
- **Booking Fee** – This \$100.00 (**non-refundable**) booking fee secures your date and usage of the space for 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. The Booking Fee is NOT a deposit, and is NOT payable toward your hourly rental payment. It is a separate fee for the reservation of the ballroom space on your specified date and time as shown on this document.
- **Rental Rate** – This is a \$125/per hour charge with a minimum of (2) hours of use. Rental times are for an hourly basis only, no half or quarter hours, etc. The full amount of your rental MUST be paid at least 30 days 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 30 days in advance. **Rental payments are non-refundable.** No rental time can extend past 10:00 PM, including clean-up time and storage of tables and chairs. Set-up time and clean-up time must be included in the total rental hours.

\*\*\* A 3.5% transaction fee will be charged for credit/debit card payments\*\*\*

- **Security Personnel** – If your rental requires security personnel, they must be either an off duty Goldsboro police officer or Wayne County 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 two weeks in advance of your rental date. Failure to provide this form (if required) on time may result in automatic cancellation of the event by the WCHA & Museum.
- **Firearms, guns, knives or weapons are NOT allowed on Museum property subject to North Carolina General Statute 14-415.11.**

**Hours of Use:**

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

- Renter or Renter Representative must be 21 years of age or older. A valid Government Issued Identification is required for completion of the rental contract.
- The renter **must** remain on the premises during the entire event/rental hours. If you cannot be here during your set up process, a renter 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 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, 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.
- 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.
- 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 the Rental Agreement. Police will be called if necessary.

#### **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. **Confetti, confetti filled balloons, and glitter are prohibited.** 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 or caterers with this information. There are **no** kitchen facilities, equipment, or refrigeration available for renters.
  - 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.

- Music should be kept at a reasonable volume subject to approval by museum representatives. Vibrations negatively affect certain items within our archives.

- o **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.
  - In the event alcohol is served, no one under 21 years of age can consume alcohol on the premises. 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 an ABC liquor license is required if tickets are being sold/or charging for alcohol beverages at 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 (front porch). 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. Museum representative holds the key to the locked dumpster.

### **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. Minors & children should be accompanied by adults at all times. The WCHA & Museum staff reserve the right to refuse entry or remove anyone from the premises which he/she deem to be behaving in an inappropriate, abusive, illegal or destructive manner towards the property, the building, its contents, guests or the WCHA & Museum staff member or volunteer representative present. **Police will be notified if there is suspected illegal drug use and/or possession on museum property.**

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

**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 Name (Please Print) \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Representative (Please Print) \_\_\_\_\_

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 & Rental Amount**

**\*To be filled out by WCHA & Museum representative\***

**\*\*\*A 3.5% fee is charged for charge/debit card payments\*\*\***

Booking Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Method: Cash or Check or Card

Full Rental Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Method: Cash or Check or Card

Date of Rental: \_\_\_\_\_ Time Allotted: \_\_\_\_\_

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

Thank you for choosing the Wayne County Museum! Your museum, where history lives.

## Ballroom Measurements/Dimensions/Accommodations/Equipment

**1,710 total square feet / 38 feet X 32 feet**

**1,216 sq. ft. in main ballroom**

**494 sq. ft. in back entry stairways / storage rooms / restroom**

**Primary restrooms are downstairs in rear of museum / One small restroom upstairs**

**Upstairs access by 2 stairways or elevator**

**Tables & chairs: located in upstairs storage room:**

**100 cushioned chairs**

**Eight – (5-foot) round tables-seats 7**

**Five – (4-foot) round tables-seats 5**

**Three – rectangular tables (white) 94.75 inches (length) by 18 inches (width).**

**Three – rectangular table (black) 72 inches (length) by 29.75 (width).**