NORTH CAROLINA
MARITIME
MUSEUMS
BEAUFORT

Facilities Rental Information & Contract
2012

North Carolina Maritime Museum in Beaufort
315 Front Street
Beaufort, NC 28516

Thank you for choosing the North Carolina Maritime Museum in Beaufort for your special event. Whether for a business meeting, birthday, wedding, anniversary or holiday party, the Maritime Museum is a unique venue with three different sites to meet your needs. By having your event at either the main museum, Gallants Channel or the Harvey W. Smith Watercraft Center you are supporting the maritime culture and history of our area.

Should you have any questions, the special events coordinator is available to discuss all of your options. Remember that all sites are first come, first serve. The venue cannot be reserved without a deposit.

Required Deposit:. If renter cancels eight (8) weeks before the event, the deposit will be refunded less 10% . If cancelled within eight (8) weeks of event, it is nonrefundable. Once confirmed, the remaining balance will be due thirty (30) days prior to event.

ONLY Non-Profit institutions that directly relate to the NCMM Mission Statement receive a discount.

Library

The Library is a cozy and inviting space to hold small meetings or round table discussions. Internet capable with a conference table, projection screen, 4 wing-back chairs, and couch; the library will give your meeting a polished look.

Seating: 20 people seated

Fee: $25.00 per hour – during museum hours of operation
$75.00 per hour – after hours event
Note that total time rented includes setup, meeting, and cleanup.
Required Deposit: Half of the total rental charges up to $200.

Auditorium & Lobby

Seating: 100 Seated Dinner

Base Fee: $1,330.00
2 hours set-up, 3 hours of event, 1 hour clean-up, 3 hours security
Additional Hours: $200 per hour charge + $33.00 per hour security
Required Deposit: $200
Rain Date Hold(back-up for outdoor weddings)**: $500.00 NONREFUNDABLE deposit**

Auditorium, Lobby, & Exhibition Hall

Seating: 100 Seated Dinner

Base Fee: $2,850.00
2 hours set-up, 3 hours of event, 1 hour clean-up, 3 hours security
Additional Hours: $375 per hour + $33.00 per hour security
Required Deposit: $200.

Harvey W. Smith Watercraft Center
Available on a very limited basis. **Wedding / Event Planner Required**

Seating: 150 Receptions
125 Seated Dinner

Base Fee: $4,400.00
2 hours set-up, 3 hours of event, 1 hour clean-up, 3 hours security

Additional Hours: $500 per hour + $33.00 per hour security
Required Deposit: $500.

Gallant's Channel Great Lawn
The Great Lawn offers wonderful scenic views of the channel with an abundance of creative space.

Base Fee: $1,000.00
Set-up, 3 hours of event, 2 hours clean-up, 3 hours of security
Additional Hours: $400 per hour + $33.00 per hour security
Deposit: $500
Venue Only: renter should arrange for tents, chairs, bathrooms, etc. if needed.

Rain Date Agreement

The main museum site can be held with a $500.00 nonrefundable deposit. The event coordinator will be on-site until 9 pm the evening of your event as a rain back-up for your outdoor wedding. In the event that the renter needs to utilize the facility due to rain, winds or intense heat / cold the deposit will be applied to the total rental package (see Auditorium / Lobby / Exhibition rental section above). The same rental policy applies: only wine and beer; event must end by 10 pm. A schematic must be presented for set-up ahead of time. Please read hurricane / natural disaster policy below.

Approved Caterers

Please see Special Events Coordinator if you are interested in using a caterer NOT listed.

A Taste of Italy
(252) 222-4825
www.pizzutis.com

Amos Mosquito's
(252) 247-6222
www.amosmosquitos.com

Clawson's Restaurant & Aqua Catering
(252) 728-7777
www.clawsonsrestaurant.com
http://www.aquaexperience.com/

Beaufort Grocery
(252) 728-3899
www.beaufortgrocery.com

California Roll
(252) 240-1364
www.californiarollcafe.com

Capt. Bill's Restaurant
(252) 726-2166
www.captbills.com

Carlton's Fine Dining
(252) 808-3404
www.carltonsathome.com

Chef's 105
(252) 240-1105

Channel Marker
(252) 247-2344
www.thechannelmarker.com

Coastal Cafe`and Coffee
252-838-1460

Crab's Claw
(252) 726-8222
www.crabsclaw.com

Floyd's 1921
(2520 727-1921
www.floyds1921nc.com

Piccata's Restaurant
(252) 240-3380

Roland's Barbeque
(252) 728-1953

Sheraton Catering
252-222-4022

The Net House
(252) 728-2002
www.historicbeaufort.com/Hospitality/Nethouse.htm

White Oak Bistro
(910) 326-1696
http://www.whiteoakriverbistro.com/

EQUIPMENT

Set-up and clean-up is the responsibility of the caterer / wedding planner. The facility must be restored to iIts original condition upon event conclusion.
The following equipment is included in rental charge for the main building (auditorium, lobby, exhibit, & library).

Tables:
15 – 8' rectangular tables
1 – 60" round table
1 – 40" round table

120 Light Grey Padded Chairs
4 black trashcans

Audio Visual Equipment:
52" LCD Television
1 DVD Player
PA System with handheld microphone

North Carolina Maritime Museum Facility Rental Conditions

Hours and Availability: The Museum is open daily 9 am to 5pm year round except for Thanksgiving, Christmas and New Year's Day. Event setup may begin following the facility's public closing at 5pm. **NO early set up is allowed in public areas**. Setup, clean up, and breakdown is to be completed within the contracted time frame.

Exceptions and Restrictions: Non-profit, private, and commercial users may rent the designated areas subject to Museum availability and approval. The primary concern of the Museum is the well-being and safety of the collection and exhibits. To support these concerns, and to ensure the overall safety and needs of the renter group, the Museum reserves the right to move or terminate the location of any event.

Observers: The Museum reserves the right to bring potential renters in during an event for discreet observation.

Payments, Deposits and Cancellations

Deposit: A deposit must accompany the signed contract, indicating acceptance of the conditions of use. The amount of the required deposit varies depending on the event venue – see facility rental prices.
The deposit will be applied to your final payment. If renter cancels prior to eight (8) weeks before the event, the deposit is refundable.

Refund Method: All refunds will be paid via check. The refund may take up to thirty (30) days from the time it is requested.

Payment: Upon receipt of the deposit and signed forms, the reservation becomes official and the date will be secured. Full payment of the rental fee must be received at least thirty (30) calendar days prior to the contracted rental date and in non-refundable. Failure to meet this payment requirement will result in cancellation of the event and loss of the security deposit. **Payments should be made to the Friends of the Museum, and may be made by personal check, money order, cash, MasterCard or Visa.** There is a forty ($40) dollar service fee on returned checks.

Cancellation Policy: A refund of the initial contract deposit less 10% will be issued if the rental group cancels more than eight (8) weeks before the scheduled event. For cancellations made after the full payment has been received, the group is not entitled to reimbursement of any kind. If, for any reason, the Museum is forced to cancel the event due to weather, mechanical system failure or other unforeseen events, a full refund will be issued to the rental party. However, no other compensation will be provided.

Hurricane/Natural Disaster Policy: If the bridges are closed to traffic due to a hurricane or natural disaster, the Museum will not host the event. The Museum will ask you to reschedule. If you are unable to do so; all money paid will be refunded. If a hurricane, natural disaster, or other extreme emergency threatens, but road transportation has not ceased, it will be at the Museum discretion to determine whether the event will proceed.

Specific Conditions

- The rental group is responsible for ensuring that the Museum premises are restored to their original condition immediately following the event's conclusion.
- The caterer and/or renter group are responsible for equipment setup, breakdown, removal of food and beverages, trash removal, and cleanup within the contracted rental period. Cleaning in excess of normal wear and tear will be billed to the rental group at the rate of $50 per hour.
- The rental group is responsible for rental equipment and goods. The Museum assumes **no** responsibility for any loss or damage to items rented by the renter group which are brought to the Museum.
- All centerpieces and decorations (including plants) must come from a florist. The Museum must approve any use of combustible/flammable material. The Museum must approve sound equipment and other contracted services at least two (2) weeks prior to the event.
- Due to the nature of our exhibits, we require that nothing be posted, taped, nailed, screwed or otherwise attached to the exhibit graphics, artifacts, display cases, other parts of the buildings, furnishings or surroundings.
- Smoking is strictly prohibited in the Museum. Smoking within 50 feet of museum entrances is not allowed. Eating and drinking are restricted to the Lobby, Auditorium, Watercraft Center and outdoors at the Gallant's Channel Site.
- For safety and security purposes, the Museum staff member on site will have ultimate authority over the event and participants. It is expected that the renter group and his/her representatives will offer complete cooperation in this regard in order to ensure the safety of guests and maintain security of the Museum collections and facilities.

Please read the following carefully.

- Food must be provided by a health department inspected, insured and permitted caterer or food service provider. An exception may be made for cakes.
- Alcoholic beverages are limited to **beer, wine, and champagne only**, and are permitted if requested on agreement by the renter and approved by the Museum prior to the event. This approval is subject to North Carolina law. **The caterer is responsible for the serving of all beverages and must have insurance to cover alcohol liabilities. Liquor is explicitly prohibited on Museum property by state regulation.** The renter must be aware that the legal drinking age in the State of North Carolina is twenty-one (21) years old. Self - serving of alcoholic beverages is not allowed.
- If alcohol or amplified music is part of the event an off duty police office will be necessary.
- Guest may NOT leave the facility with an open beverage containers per Beaufort Town Ordinance. Guest on the street with open containers will be fined and possibly jailed by Beaufort Police.
- The bartender will make last call thirty (30) minutes into the last hour of the event. Alcohol will not be served during the last twenty (20) minutes of the event.
- Cash bars are limited to non-profit organizations only. The non-profit must obtain a one-time special use permit from the ABC commission before a cash bar will be allowed.
- Use of any restricted or illegal substance onsite by or on behalf of the responsible contracted rental party, service providers and their guests will result in immediate expulsion from the property, event cancellation without refund, and notification of the proper authorities and law enforcement officials in accordance with the laws of North Carolina.
- Smoking is absolutely prohibited in the Museum and the Watercraft Center.
- At its discretion, the Museum reserves the right to limit the event time and/or noise level in approved rented areas. The renter group may not enter or use any rooms or areas not previously specified, or those deemed closed and off limits.
- Renter group and associated service providers must adhere to the closure times and criteria as specified by the original contract.
- The organization, individual, party or groups responsible for rental of the Museum assume all liability during and as a result of the sponsored activity or event. The Museum reserves the right to charge the rental group additional fees as a result of extra security, excessive cleaning, or incurred damages. Any and all damages incurred will be the responsibility of the rental group, and will be subject to any additional charges deemed necessary to restore the facility and its property to its original condition.
- Hourly fees will be prorated and charged to your account for the time that your event runs over its contractual time.

North Carolina Maritime Museum Facility Rental Group Information

Space rented: _____ Date of Event: _____/_____/_____

Group Name: _____

Contact Person or Planner: _____

Bride: _____ Groom:_____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Phone Number: _____

Email: _____ Contact Preference ____Phone ____Email

Is the facility needed for rehearsal (fees will apply) ___ Yes ____NO Date: _____/_____/_____

How did you hear about the Maritime Museum? _____

Set-up Time: _____ to _____ (should be two (2) hours before event start)

Event Time: _____ to _____

Clean-up Time: _____ to _____ (should take one (1) hour)

Number attending event: (Adults) _____ (Children) _____

Please list any outside services (i.e.: caterer, musician, etc.) you will be using:

Caterer:_____ Contact: _____

DJ / Musician: _____ Contact:_____

Rental Company: _____ Contact: _____

Equipment Rental (must be during business hours):
Drop – Off: _____ Pick – Up: _____ Location:_____
Florist_____

Will alcohol be served? ___ Yes ___ No **BEER OR WINE ONLY**

I understand that liquor may NOT be served at ANY Maritime Museum Facility _____ Initial Here

<u>This page must accompany deposit</u>

Last Updated 12/11

Facility Venue: Please check $_____
Base/minimum fee

___Library
___Auditorium
___Auditorium/Lobby
___Auditorium/Lobby/Exhibit Hall
___Watercraft Center (please check for availability)
___Gallant's Channel Great Lawn

Extra Hours: _____ hours X $_____ $_____

Off Duty Police Office ____ hours x $32.50 $_____
(Included in rental fee, only add hours if additional facility time is required)

Deposit Paid on: _____/_____/_____ - $(_____)

TOTAL RENTAL FEE **$_____**

Total Rental Payment Due: _____/_____/_____

I hereby acknowledge with my signature a full understanding of the specific conditions of the rental agreement and agree to abide by these conditions and terms. I agree to pay the full rental amount of $_____.

I also agree to pay the balance of rental no later than 30 days prior to my event. _____Initial here.

This page must accompany deposit

Liability Release and Express Assumption of Risk

I hereby assume responsibility and liability for any all injuries or damages to persons or property which may occur, directly or indirectly, as a result of my end use of the North Carolina Maritime Museum for my planned event, whether such injury or damage occurs before, during or after such event. Also, I shall indemnify and hold harmless the North Carolina Maritime Museum, its employees and agents, from all responsibility against any claims filed by third parties for any such injuries, acts and all damages resulting either directly or indirectly from my use of the Museum.

Furthermore, in signing this agreement, I hereby agree to comply with and abide by the laws applicable to the serving of alcoholic beverages at my event. I acknowledge that the North Carolina Maritime Museum reserves the right to refuse alcoholic beverages to any individual that appears to be intoxicated.

I hereby personally assume all risks in connection with my actions and those of any service providers I hire while on the Museum property and for any harm, injury or damage that may befall me or those of any service providers, whether foreseen or unforeseen.

I further state that I am of lawful age and legally competent to sign this liability release. I understand that the terms herein are contractual and not a mere recital and that I have signed this document of my own free will.

I have fully informed myself of the contents of this Rental Agreement and Liability Release and Express Assumption of Risk by reading it before I signed on behalf of myself and my heirs.

Renter Signature: _____ ***Date:***_____

Printed Name: _____

This page must accompany deposit

Please complete and return pages 8, 9, & 10 with deposit to:

Attn: Special Events Coordinator
North Carolina Maritime Museum
315 Front Street
Beaufort, NC 28516