



Building Rental Agreement Event

Group Name: _____ **Date of Event:** ____/____/____

Contact Person or Planner: _____

Person of Honor: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Cell Phone Number:** _____

Email: _____ **Contact Preference** ___Phone ___Email

How did you hear about the Maritime Museum: _____

Set-up Time: _____ to _____ (should be no more than two (2) hours before)

Event Time: _____ to _____

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

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

Please check any tech needs: (Based on availability)

- _____ SMARTboard
- _____ TV
- _____ Phone
- _____ White board & Markers

Please list any outside services you will be using:

Caterer: _____ **Contact:** _____

DJ/Musician: _____ **Contact:** _____

Rental Company: _____ **Contact:** _____

Florist: _____ **Contact:** _____



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Equipment drop off (must be during business hours)

Drop off: _____ **Pick up:** _____

Will alcohol be served? _____ yes _____ no

I understand that ALL alcohol must be handled by a caterer with proper permits.
_____ Initial

Check rooms you would like to rent:

- _____ **Library (\$10/hour)**
- _____ **Lobby/Exhibit Hall (\$50/hour)**
- _____ **Conference Room (\$20/hour)**
- _____ **Garden Lawn (\$20/hour)**
- _____ **Classroom (\$20/hour)**

Cost:

of hours: _____ **x Price per hour:** _____ = \$ _____

Deposit paid on: ____/____/____ \$ _____

****Deposit is to be no less than 50% of the total rental cost.**

Is the facility needed for rehearsal? (fees apply) Date & Time: _____

Rehearsal Cost:

of hours: _____ **x Price per hour:** _____ = \$ _____



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I hereby acknowledge with my signature I fully understand 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 \$ _____ no later than 30 days prior to my event.

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: _____

Please complete and return pages 1 - 3 plus deposit:

Attn: Curator of Education

**North Carolina Maritime Museum
204 East Moore Street
Southport, NC 28461**

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