

## 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 allocated for rental on (Date of Use) \_\_\_\_\_ .

The hours of entrance and departure from the museum, ***including my set up and clean up times*** will be from (Time of Use) \_\_\_\_\_ (AM or PM) to \_\_\_\_\_ (AM or PM).

### Terms of Rental Agreement

- All rentals work on a first come, first served basis. Once the deposit has been submitted, the 2<sup>nd</sup> floor ballroom will be reserved for the renter.
- **Rental Deposit** – This \$60 (non-refundable) deposit 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 deposit is paid, and will only secure the hours provided on this document. An \$80 (non-refundable) deposit is required for events with alcohol present. *Deposits are put in the bank immediately upon receipt.*
- **Cover Fee** – This \$100 cover fee, which is collected from the renter in the form of cash or check (separate from deposit/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 any of the stipulations on this Rental Agreement or the Ballroom Procedures documents are breached. Refunds can ***ONLY*** be issued by WCHA & Museum staff and will be available during the next business day (Tues-Sat, 11-4 PM – holidays excluded) after your rental unless otherwise notified.
- **Rental Rate** – This is a \$60/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. An \$80/hour rental rate is required for events with alcohol present. Rental payments are non-refundable.
- **Security Personnel** – If your rental begins at or after 8:00 PM, we require security personnel to be present at your event. This will either be an off-duty police officer, Sheriff's deputy, or contracted individual. 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). ***These times include set up and clean up time.*** You will not be allowed into the building until the first time stated on this Rental Agreement document and you ***MUST*** be out of the building at the last time stated – ***premises must be completely clean and all contents of your rental MUST be removed by this time.***

- 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.
- 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***, no access to the Woman's Club room, stage, or side wings of stage is 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 2<sup>nd</sup> 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 in writing.  
***\*Please refer to Renter Conduct for additional information.\****
- The WCHA & Museum will provide a heated/cooled space on the 2<sup>nd</sup> 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.
  - ***It is preferred that renters only use upstairs restrooms 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. Security personnel will be an additional charge and required for dates that the Wayne County Museum is closed for holidays or for late night rentals and rentals involving alcohol.

## Renter Expectations

- Provide all table coverings, decorations, tableware, eating utensils, serving pieces etc.
  - ***UNDER NO CIRCUMSTANCES*** will there be confetti, glitter, streamers, stickers, or ANY alterations to the space by means of covering displays or artifacts, the moving of dividers, stanchions, etc. without the express consent from a WCHA & Museum staff member in writing. No decorations can be affixed to the walls, ceilings, light fixtures or window treatments. It is the renter's responsibility to provide any decorators with this information.
- Any music or DVDs, including the equipment on which they are played on. Music cannot be played until after 4:00 PM when the museum is officially closed to the public. Music is not allowed to exceed 90 decibels. 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.
  - *No food is allowed to be stored on the premises before the time of the rental. Our kitchen is NOT available to the public. Please take this into consideration when catering your event.*
- 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.
- 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, the WCHA & Museum staff member or volunteer representative have 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:** A dumpster is located at the back of the property. The recycling bin is at the end of the handicap ramp. DO NOT put trash in the recycling bin or recyclables in the 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. The WCHA & Museum has the right to deposit the Cover Fee if any of the stipulations listed in either this Rental Agreement document or the Ballroom Procedures document are breached. The WCHA & Museum staff reserve the right to refuse entry, provide services and 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 130 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\*

Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
Exempt from fees: **Yes** or **No** Method: **Cash** or **Check** or **Card**

Cover Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
Exempt from fees: **Yes** or **No** Method: **Cash** or **Check**

Full Rental Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
Exempt from fees: **Yes** or **No** 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.*