

WAYNE COUNTY HISTORICAL ASSOCIATION AND MUSEUM
USE AND RENTAL AGREEMENT

This agreement, made between (renter's name) _____
and the Wayne County Historical Association & Museum, is for use of the museum space
allocated for rental on (date of use) _____ from (time of use)
_____ to _____.

The location of the Wayne County Museum is at 116 N. William Street, Goldsboro, NC 27530.

The terms of rental are as follows:

- The WCHA and 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 and soap. **It is preferred that renters only use upstairs restroom for safety purposes.**
- The rental rate is \$50.00 per hour with a minimum of (2) hours of use. The *nonrefundable* deposit is \$50.00 which is collected from the renter in the form of cash or a check.

Exempt from rental charges

- The museum will provide on-site staff during the hours of use. Security personnel will be an additional charge and required for dates that Wayne County Museum is closed for holidays.
- The cost of damage repairs to the museum and/or its contents are the total responsibility of the renter.
- The hours of use will be from _____ to _____ on the date of rental. This time includes set up and clean up time. Should the renter wish to set up the day before during normal hours of operation, and there is no conflicting event taking place at the museum, this will be allowed. Should another event be scheduled that will conflict with any prior set up for an event, then set up will need to be done the day of the event.
- The renter must remain on the premises during the entire event.
- All rentals are on a first come, first served basis. Once the deposit has been submitted, the premises will be reserved for the renter.

The renter will provide:

- All table coverings, decorations, tableware, eating utensils, serving pieces, etc.
- Any music or DVDs including the equipment on which to play such. Music cannot be played until after 4pm when the museum is closed to the public.
- Any food or beverages served.
- Any alcoholic beverages. In the event that alcohol is served, no one under age 21 can consume alcohol on the premises. Any renter or guest who is boisterous or destructive due to excess alcohol consumption will result in the entire event party being asked to leave immediately. WCHA has the right to notify Goldsboro Police Dept. if a guest will not leave peacefully or if said person attempts to drive a vehicle. The renter is liable for the consumption

of alcohol by any members of the event. The acquisition of a liquor license is suggested, but not required.

- Provide any clean up within 1 hour after the end of the event. This includes putting all used tableware, plates, napkins, etc. in the trash containers provided by WCHA, picking up any large pieces of trash from the floor, emptying cups in the sink before disposal, removal of all food from premises. Trash will be picked up from bathroom floors and any trash left outside on the porch/lawn will be disposed of properly. NOTE: We do not allow any food items to be flushed in the commode/poured down the sink; they should be disposed of in the trash.
- **Decorations:** No decorations can be affixed to the walls, ceilings, light fixtures or window treatments under any circumstances. Absolutely NO CONFETTI.
- **Smoking:** This is a smoke free facility. Smoking is allowed outside of the building in the designated smoking area. The renter is responsible for cleaning up any cigarette butts left on the premises.
- **Use of electronic equipment:** Any equipment owned by WCHA is *not available* to be used by the renter. DJs and others providing music or entertainment must provide their own equipment.

Additional Information:

Conduct: For the duration of the event, the renter and guests must abide by the WCHA building use policies and comply with applicable regulations and laws. The renter is responsible for the actions of the guests and for any damages or losses incurred during the event. The WCHA has the right to refuse entry or service to and remove from the premises any person it deems to be behaving in an inappropriate or abusive manner. The WCHA reserves the right to exclude or remove any abusive, loud, or destructive persons from the event or premises without liability.

Due to the Wayne County fire code, occupancy by more than 130 people is prohibited.

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

WCHA Representative: _____ Title: _____

Date: _____

Renter Signature: _____ Phone #: _____

Date: _____ Email: _____

Non-profit organizations, such as clubs, are exempt from charges if use is limited. Donations are accepted. Public schools who wish to rent may not be charged, but will be expected to make an annual donation. Wayne County Museum affiliates must complete this form for record purposes. Please refer to WCHA & Museum rental policies for details.