

**Civic Center Rental Agreement**  
Physical address: 56658 NC Hwy 12 | Telephone Number: (252) 986-2810

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Hatteras Village Resident/Property Owner \_\_\_ Yes \_\_\_ No (will be verified)

Hatteras Island Resident/Property Owner \_\_\_ Yes \_\_\_ No (will be verified)

(For renters) Property owner's Name/contact \_\_\_\_\_

Non-profit Organization \_\_\_ Yes \_\_\_ No (will be verified)

Name of Organization: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Will rental involve the use of alcoholic beverages at any time? \_\_\_ Yes \_\_\_ No

Amount of rent: \_\_\_\_\_ Amount of damage deposit: \_\_\_\_\_ Early Entry (if requesting) \_\_\_\_\_

Amount enclosed \$ \_\_\_\_\_

Date received \_\_\_\_\_ Received by: \_\_\_\_\_

Date damage deposit refunded: \_\_\_\_\_ Refunded by: \_\_\_\_\_

The HVCA is not responsible for the actions of lessees and/or their guests during or following the use of the HVCA facility and lessee assumes all responsibility and liability for any personal injury or physical damage done during the time of their lease. **If any applicant provides false or misleading information on the application/rental agreement, HVCA may take remedial action including immediate termination of the applicant's use of the facility without refund.** False or misleading information to avoid a higher rental fee may include:

- submitting an application under the name of a resident of a different tax district
- misrepresenting residency or ownership
- Misrepresentation of the intended use of the facility.

IN ACCORDANCE WITH THIS APPLICATION, I DO HEREBY CERTIFY THAT I HAVE READ & AGREE TO ABIDE BY ALL OF THE CONDITIONS SET FORTH BY THIS RENTAL AGREEMENT AND THE RENTAL TERMS AND CONDITIONS.

Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

For rental inquiries, call Jan Willis: 252.216.5508 OR 252.986.2109.

If you are renting this property, you must print this page & sign it. Return it **BY MAIL** along with the Rental Fee, Security Deposit, Early Entry Request Fee and Rental Agreement at least 30 days prior to event to: HVCA, PO Box 457, Hatteras, NC. **Hand delivered cash and paperwork WILL NO LONGER BE ACCEPTED. Money orders are accepted.**

**Hatteras Village Civic Center Rental Terms and Conditions**

|  | <b>One Day Rental</b> | <b>Two Day Rental</b> | <b>Three Day Rental</b> | <b>Early Entry*</b> | <b>Deposit</b> |
|--|-----------------------|-----------------------|-------------------------|---------------------|----------------|
| <b>Non-Profit Organization</b>                       | <b>\$0</b>            | <b>\$0</b>            | <b>N/A</b>              | <b>N/A</b>          | <b>\$0</b>     |
| <b>Hatteras Village Residents or Property Owners</b> | <b>\$150</b>          | <b>\$225</b>          | <b>\$300</b>            | <b>\$50</b>         | <b>\$200</b>   |
| <b>Hatteras Island Residents or Property Owners</b>  | <b>\$500</b>          | <b>\$750</b>          | <b>\$1,000</b>          | <b>\$100</b>        | <b>\$200</b>   |
| <b>Non-residents</b>                                 | <b>\$1,500</b>        | <b>\$2,250</b>        | <b>\$3,000</b>          | <b>\$150</b>        | <b>\$500</b>   |

*\*Early Entry only when available; if the building is not rented on the day before your event, keys released at 5:00 PM the day before your rental day. This option is only available when requested prior to event, no exceptions.*

The applicant agrees to be responsible for the behavior and actions of themselves and their guests. Anyone creating a disturbance or damage to the buildings may be removed from the premises and barred from future use.

**IMPORTANT: Lessee must be present for release of the keys and is responsible for ALL DAMAGES.**

- Keys to the building are picked up and dropped off at the building. Rosa Alice Mayo, (252) 216-7345, will meet you at the building for key pick up, tour and questions. She will meet you back at the building for pick up. Cleaning must be complete and floors must be dry for building inspection.
- All functions must end no later than **1:00 am**.
- Cleanup must be completed by 11:00 am the next day and keys returned to Rosa Alice Mayo.
- In order for the damage deposit to be returned, the building must be free from any damage. The building must be cleared of all personal affects and cleaned according to the provided checklist.
- Return all marquee letters to the designated area.
- The deposit refund will be mailed WITHIN 30 days after rental if it passes inspection. Any damage to the building or the equipment will be repaired by the HVCA and assessed to the lessee.
- Any decorations for events must be free standing. Taping, stapling, nailing, etc, onto or into the walls or ceiling is not allowed.
- Any cooking in the building must be done with equipment provided. No outside grills, fryers, etc. in or near the building, Violation of this fire code will result in automatic forfeit of deposit.
- ALL alcoholic beverage bottles/cans empty or not, must be removed from visibility outside of the building before leaving your event. NO ALCOHOL OR EMPTIES left in the parking lot or on the grounds outside.
- Maximum attendance in the building is 223 with tables and chairs and 479 with chairs only.

**ABC Regulations**

Applicant agrees to abide by the regulations of the ABC Commission and certifies that he/she understands and agrees to the following regulations:

1. All present during the time of rental use of the building who consume any alcoholic beverage must be 21 years of age or older.
2. There is no permit required if serving only beer and wine.
3. If the lessee serves liquor, an additional ABC permit must be obtained from the NC ABC Commission at <https://abc.nc.gov/Permit/QualificationLSO/>. The permit is a LSO (limited special occasion permit) and must be displayed in a visible area during the event. It takes 2-3 weeks for this permit, plan ahead.
4. When alcohol is present, someone must be on the premises at all times.

*Reminder: when your event is over, clear all alcohol and empty containers from visibility on the outside of the building before vacating the premises if you are cleaning the next day. Your signature on the agreement is the attestation that you have read these rental terms. Please retain this part of the document for reference.*