

**Hatteras Village Civic Association  
P.O. Box 457  
Hatteras, North Carolina 27943-0457**

Application for CIVIC CENTER rental  
Physical address: 56658 Hwy 12 Telephone Number: (252) 986-2810

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

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

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

Telephone: \_\_\_\_\_ Hatteras Village Resident \_\_\_ Yes \_\_\_ No

Hatteras Village Property Owner \_\_\_ Yes \_\_\_ No Non-profit Organization \_\_\_ Yes \_\_\_ No

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

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

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

Amount of rent: \_\_\_\_\_ Please make check payable to HVCA

Amount of damage deposit: \_\_\_\_\_ Allow 30 days after event for refund

Amount enclosed \$ \_\_\_\_\_ Date received \_\_\_\_\_ Received by: \_\_\_\_\_

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

**LESSEE ASSUMES ALL RESPONSIBILITY AND LIABILITY FOR ANY PERSONAL INJURY OR PHYSICAL DAMAGE DONE DURING THE TIME THAT THE BUILDING IS IN THEIR USE. The HVCA is not responsible for the actions of lessees and/or their guests during or following the use of the HVCA facility.**

If any applicant provides false or misleading information on the application/rental agreement, or otherwise provides false or misleading information or makes material misrepresentations to HVCA, as determined in HVCA's sole discretion, HVCA may take remedial action including, but not limited to, immediate termination of the applicant's use of the facility without refund of any monies paid to assessment of a penalty in the amount of ten percent (10%) of the rental fee. False or misleading information may include, but is not limited to, making application under the name of a resident of one tax district for use of the facility by a resident of another tax district to avoid payment of a higher rental fee, or misrepresentation of the intended use of the facility.

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

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

**If you are renting this property, you must print this page & sign it. It must be returned along with the Rental Fee, Security Deposit, and Rental Agreement which can be found at [www.hatterasonmymind.com/rental.html](http://www.hatterasonmymind.com/rental.html) (where you found this form).**

**Return all of these to the Hatteras Village Civic Association at the address above.**