



Hatteras Village Civic Center Rental Agreement... Terms and Conditions

Rates for Civic Center

	Rental	Deposit
Hatteras Village Residents		
Or Property Owners	\$ 150	\$ 200
Non-Profit Organizations	\$ 0	\$ 200
Hatteras Island Residents	\$ 500	\$ 300
Non-Resident	\$1,500	\$500

Contact: Jan Willis – 252.986.2109

Terms and Conditions

- **Rental term is from 10:00 AM the day of rental until 9:00 AM the following day. 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.
- All functions shall end no later than 1:00 AM.
- The building shall be secured and all utilities turned off or down at the end of each function. **Cleanup of the building must be completed and inspected by 9:00 AM the next day. No Exceptions.**
- In order for the damage deposit to be returned, the building must be free from any malicious damage. The building must be cleared of all personal affects, (including food and beverages), all decorations removed, tables and chairs stacked and returned to their previous positions, all trash removed, bathrooms and kitchen facility cleaned, floors swept and mopped, and trash picked up around the outside. The deposit refund will be mailed within 30 days.
- Any damage to the building or the equipment will be repaired by lessee to the satisfaction of the **HVCA Board of Directors** or repairs will be made by the **HVCA Board of Directors** and assessed to the lessee.
- Keys to the building should be returned to by 9:00 AM the day after the rental. The keys may be picked up and returned to **Rosa Alice Mayo 252.986.1448.**
- Maximum attendance at the Civic Center is 300 with chairs only and 254 with tables and chairs. The Community Building is 150 with chairs and 74 with tables and chairs. Lessee must provide a person to attend the door at dances or private entertainment functions.
- Any decorations for events at the Civic Center must be free standing. **NO taping, stapling, nailing, etc, into the walls or ceiling is allowed.**

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ABC REGULATIONS

- Applicant agrees to abide by the regulations of the ABC Commission and certifies that s/he 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 only beer and wine are being served
 3. If the Lessee serves liquor, an additional ABC permit must be obtained from the NC ABC Commission at: abc.nc.gov. The permit is a LSO (limited special occasion permit) and displayed in a visible area. It takes 2-3 weeks for this permit.

I have read and agree to abide by all of the conditions of this rental agreement.

Lessee

Date

If you are renting this property, you must print this page and sign it. It must be returned along with the Deposit and Contract Application that can be found at the same place on the website that you obtained this document.

<http://www.HatterasOnMyMind.com/Rental.html>