

Hatteras Village Community Building Rental Agreement / Terms & Conditions



Rates for Community Building

***Full payment (total) due with application no later than one month ahead of rental date!**

Hatteras Village Residents or Property Owners:	Rental	Deposit	Total *
Daytime	\$25	\$50	\$75 *
Evening (5-11pm or Wed 7-11pm)	\$100	\$50	\$150 *
Non-Resident	\$500	\$100	\$600 *

Contact for Rental: Jan Willis (252) 986-2109

Contact for Keys: Rosa Alice Mayo (252) 216-7345

Terms & Conditions

- 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 11:00pm.
- 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 by 11:00 am the next day** unless prior arrangements are made. We can provide cleaners, if requested, for an additional fee.
- 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 & beverages), all decorations removed, bathrooms and kitchen facility cleaned, floors swept and mopped (instructions posted in the building), trash taken out and picked up around the outside. The deposit refund will be mailed 30 days after rental if it passes inspection.
- 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 may be picked up and dropped off to **Rosa Alice Mayo (252) 986-1448 or cell (252) 216-7345**. Keys to the building should be returned to her by 11:00 am the day after the rental.

- Any decorations for events at the Community Building must be free standing. If the building is decorated for a holiday, please leave those decorations in place! **NO taping, stapling, nailing, etc, onto or into the walls or ceiling is allowed.**
- Maximum attendance at the Community Building is 150, with chairs only it is 100 and it's 74 with tables and chairs. Lessee must provide a person to attend the door at dances or private entertainment functions.
- **No alcoholic beverages may be served during a daytime rental!**

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 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.
4. No alcohol is to be put inside or outside of the building until someone is present for the event. (Meaning when alcohol is present, someone must be on the premises at all times)

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, Rental fee, & Contract Application (that can be found at the same place on this website that you obtained this document).

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