

2017-18 Event Planning Guide for the North Carolina Maritime Museum Beaufort, NC



**315 Front Street
Beaufort, North Carolina 28516**

Tel: 252.728.7317 Fax: 252.728.2108



Thank you for choosing the North Carolina Maritime Museum in Beaufort for your special event. Whether for a business meeting, birthday, wedding, anniversary or holiday party, the Maritime Museum is a unique venue with three different sites to meet your needs. By having your event at either the main museum, Gallants Channel or the Harvey W. Smith Watercraft Center you are supporting the maritime culture and history of our area.

Should you have any questions, the special events coordinator or business manager is available to discuss all of your options. Remember that all sites are first come, first serve. The venue cannot be reserved without a deposit.

Required Deposit: If renter cancels eight (8) weeks before the event, the deposit will be refunded less 10%. If cancelled within eight (8) weeks of event, it is nonrefundable. Once confirmed, the remaining balance will be due thirty (30) days prior to event.

Please note: ONLY Non-Profit institutions that directly relate to the NCMM Mission Statement receive a discount.

A member of our staff will host your event and be available at all times to answer questions or help with any logistics needs.

Thank you, in advance, for considering the North Carolina Maritime Museum in Beaufort for you next event.

Sincerely,

Randy Mann

Randy Mann
General Manager
North Carolina Maritime Museum in Beaufort



Table of Contents	2
Museum Rental Facilities	3 - 4
<ul style="list-style-type: none">• Library• Auditorium & Lobby• Auditorium, Lobby & Exhibition Hall• Harvey W. Smith Watercraft Center• Gallant's Channel Great Lawn	
Set-up, Clean-up & Equipment	5
<ul style="list-style-type: none">• Set-up & Clean-up• Equipment<ol style="list-style-type: none">1. Tables & Chairs2. Receptacles3. Audio Visual Equipment	
NC Maritime Museum Rental Facility Conditions	6
<ul style="list-style-type: none">• Hours & Availability• Exceptions & Restrictions• Observers	
Payments, Deposits, Refunds & Cancellations	7
<ul style="list-style-type: none">• Payments• Deposit• Cancellation Policy• Hurricane / Natural Disaster Policy• Refunds	
NC Maritime Museum Rental Facility Guidelines	8 - 9
Rental Agreement	10 - 13

Please note: Pages 11 – 13 must accompany deposit)



Library

The Library is a cozy and inviting space to hold small meetings or round table discussions. Internet capable with a conference table, projection screen, 4 wing-back chairs, and couch; the library will give your meeting a polished look.

Seating Capacity: 20 people seated

Fees: \$30.00 per hour – During museum hours of operation
\$60.00 per hour – After-hours event

Please note: The total time rented includes setup, meeting, and cleanup.

Required Deposit: Half of the total rental charges up to \$200.

Auditorium & Lobby

Seating Capacity: 100 people seated

Base Fee: \$750.00 Auditorium / Lobby
plus \$150.00 to leave the exhibit area open for guest
2 hours set-up, 3 hours of event, 1 hour clean-up

Additional Hours: \$150.00 per hour charge

Required Deposit: \$250

Rain Date Hold (back-up for outdoor weddings): **\$500.00 NONREFUNDABLE deposit**

Sorry but NO early set up is allowed in the exhibit areas during regular visitor hours.

Museum Rental Facilities (continued)



Harvey W. Smith Watercraft Center

Available on a very few dates each year (usually late April/early May, late October/early November, and the last half of December) Call the office for open date confirmation.

Please note: We require you have a wedding / event planner for these events. Our experience has indicated this will insure both of us the best event experience possible.

Seating Capacity: 140 Reception, or 115 Seated Dinner (for the best experience)

Base Fee: \$3,500

The Center will be available for setup and the event from 8 a.m. to 10 p.m. on Saturday. Breakdown is from 10 p.m. to 11 p.m. and is the responsibility of the wedding party. Additional time may be available the following day but must be worked out with the manager ahead of time.

Additional Hours: Negotiated in special circumstances. Discuss with manager.

Required Deposit: \$500

Please note: Tables, chairs, and additional lighting is not included in pricing.

Gallant's Channel Great Lawn

The Great Lawn offers wonderful scenic views of the channel with an abundance of creative space, however, there are no facilities on the site other than electricity, non-potable water, and a portable toilet. You would need to rent a tent, chairs, and any other equipment.

Base Fee: \$500

Please note: The above rate applies only to simple event like wedding/reception – not major or complicated event involving concert, multiple tents, or hundreds of participants.
2 hours set-up, 3 hours of event, 2 hours clean-up

Additional Hours: There will be a \$50 per hour charge beyond seven (7) hours of occupancy on the day of the event.

Additional Fees: \$100 per day for access to grounds for time to set-up and breakdown.

Deposit: \$200

Please note: Renter should arrange for tents, chairs, bathrooms, etc. if needed.

Set-Up, Clean Up & Equipment



Setup & Clean-up

Set-up and clean-up is the responsibility of the caterer / wedding planner. The facility must be restored to its original condition upon event conclusion. Non-museum rented equipment should be removed immediately after the event however we are flexible when it's possible. Delays outside scheduled times should be preapproved before the day of the event.

Rental equipment delivery and tent setup at Gallants Channel site may be done a day or two early during regular museum hours by prior arrangement with museum staff. The breakdown will follow the same requirement. Exception to this pre and post event schedule requires preapproval.

Equipment

The following equipment is included in rental charge for the main building only. (auditorium, lobby, exhibit, & library)

Museum tables and chairs are not included in the Water Craft Center rental.

Tables

8' Rectangular Tables - 12
60" Round Table - 1
40" Round Table - 1

Chairs

Upholstered Stacking Chairs (Light Grey) - 120

Receptacles

Trash Cans - 4

Audio Visual Equipment

LCD Television 52"
DVD Player - 1
PA System, with wireless handheld microphone

The museum is not responsible for any loss or damage to customer rented equipment.

NC Rental Maritime Museum Rental Facility Conditions



Hours and Availability

The Museum is open daily 9 a.m. to 5 p.m. year-round except for Thanksgiving, Christmas and New Year's Day. Event setup may begin following the facility's public closing at 5p.m. Earlier setup in the Auditorium must be preapproved.

Exceptions and Restrictions

Non-profit, private, and commercial users may rent the designated areas subject to Museum availability and approval. The primary concern of the Museum is the well-being and safety of the collection and exhibits. To support these concerns, and to ensure the overall safety and needs of the renter group, the Museum reserves the right to move or terminate the location of any event.

Observers

The Museum reserves the right to bring potential renters in during an event for discreet observation.

Payments, Deposits, Refunds & Cancellations



Payments

Upon receipt of the deposit and signed forms, the reservation becomes official and the date will be secured. Full payment of the rental fee must be received at least thirty (30) calendar days prior to the contracted rental date and is non-refundable. Failure to meet this payment requirement will result in cancellation of the event and loss of the security deposit.

Payments should be made to the Friends of the Museum, and may be made by Personal Check, Money Order, Cash, MasterCard or Visa.

Returned Checks

There is a forty (\$40) dollar service fee on returned checks.

Deposit

A deposit must accompany the signed contract, indicating acceptance of the conditions of use. The amount of the required deposit varies depending on the event venue – see facility rental prices. The deposit will be applied to your final payment.

Cancellation Policy

If renter cancels eight (8) weeks before the event, the deposit will be refunded less 10%. If cancelled within eight (8) weeks of the event, it is non-refundable. Once confirmed, the remaining balance will be due thirty (30) days prior to the event.

If, for any reason, the Museum is forced to cancel the event due to weather, mechanical system failure or other unforeseen events, a full refund will be issued to the rental party. However, no other compensation will be provided.

Hurricane / Natural Disaster Policy

If the bridges are closed to traffic due to a hurricane or natural disaster, the Museum will not host the event. The Museum will try to work with you to reschedule. If you are unable to do so, all money paid will be refunded. If a hurricane, natural disaster, or other extreme emergency threatens, but road transportation has not ceased, it will be at the Museum discretion to determine whether the event will proceed.

Refunds

All refunds will be paid via check. The refund may take up to thirty (30) days from the time it is requested.

NC Maritime Museum Rental Facility Guidelines



The rental group is responsible for ensuring that the Museum premises are restored to their original condition immediately following the event's conclusion.

The caterer and/or renter group are responsible for equipment setup, breakdown, removal of food and beverages, trash removal, and cleanup within the contracted rental period. Cleaning in excess of normal wear and tear will be billed to the rental group at the rate of \$50 per hour.

The rental group is responsible for rental equipment and goods. The Museum assumes **no** responsibility for any loss or damage to items rented by the renter which are brought to the Museum.

Due to the nature of our exhibits, we require that nothing be posted, taped, nailed, screwed or otherwise attached to the exhibit graphics, artifacts, display cases, other parts of the buildings, furnishings or surroundings.

Smoking is strictly prohibited in the Museum or Watercraft Center. Smoking within 50 feet of museum entrances is not allowed. Eating and drinking are restricted to the Lobby, Auditorium, Watercraft Center and outdoors at the Gallant's Channel Site.

For safety and security purposes, the Museum staff member on site will have ultimate authority over the event and participants. It is expected that the renter group and his/her representatives will offer complete cooperation in this regard in order to ensure the safety of guests and maintain security of the Museum collections and facilities.

Food must be provided by a health department inspected, insured and permitted caterer or food service provider. An exception may be made for cakes.

Alcoholic beverages are permitted if requested on agreement by the renter and approved by the Museum prior to the event. This approval is subject to North Carolina ABC law. **The caterer is responsible for the serving of all beverages and must have insurance to cover alcohol liabilities.** The renter must be aware that the legal drinking age in the State of North Carolina is twenty-one (21) years old. Self - serving of alcoholic beverages is not allowed.

Guest may NOT leave the facility with open beverage containers per Beaufort Town Ordinance. Guest on the street with open containers will be fined and possibly jailed by Beaufort Police.

The bartender will make last call thirty (30) minutes into the last hour of the event. Alcohol will not be served during the last twenty (20) minutes of the event.

Cash bars are limited to non-profit organizations only. The non-profit must obtain a one-time special use permit from the ABC commission before a cash bar will be allowed.



Use of any restricted or illegal substance onsite by or on behalf of the responsible contracted rental party, service providers and their guests will result in immediate expulsion from the property, event cancellation without refund, and notification of the proper authorities and law enforcement officials in accordance with the laws of North Carolina.

Smoking is absolutely prohibited in the Museum and the Watercraft Center. This includes any type of fire. (candles, etc.)

At its discretion, the Museum reserves the right to limit the event time and/or noise level in approved rented areas. The renter group may not enter or use any rooms or areas not previously specified, or those deemed closed and off limits.

Renter group and associated service providers must adhere to the closure times and criteria as specified by the original contract.

The organization, individual, party or groups responsible for rental of the Museum assume all liability during and as a result of the sponsored activity or event. The Museum reserves the right to charge the rental group additional fees as a result of extra security, excessive cleaning, or incurred damages. Any and all damages incurred will be the responsibility of the rental group, and will be subject to any additional charges deemed necessary to restore the facility and its property to its original condition. Hourly fees will be prorated and charged to your account for the time that your event runs over its contractual time.

Rental Agreement



***The following 3 page must be returned with your deposit
so we can confirm your facility rental.***

We understand that all the details of a wedding may not be planned out at the time you send in the deposit. Please fill in what you can and then help us to help you by providing us updates along the way.

NC Maritime Museum Facility Rental Group Information



Space rented: _____ Date of Event: ____/____/____

Group Name: _____

Contact Person or Planner: _____

Bride: _____ Groom: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Phone Number: _____

Email: _____ Contact Preference ____Phone ____Email

Is the facility needed for rehearsal (fees will apply) __ Yes __No Date: __/__/__

How did you hear about the Maritime Museum _____

Set-up Time: _____ to _____ (should be two (2) hours before event start)

Event Time: _____ to _____

Clean-up Time: _____ to _____ (should take one (1) hour)

Number attending event: (Adults) _____ (Children) _____

Please list any outside services (i.e.: caterer, musician, etc.) you will be using:

Caterer: _____ Contact: _____

DJ / Musician: _____ Contact: _____

Rental Company: _____ Contact: _____

Equipment Rental (must be during business hours):

Drop-off: _____ Pick-up: _____ Location: _____

Florist: _____

NC Maritime Museum Facility Rental Group Information



Will alcohol be served? Yes No

I understand that events with fortified wine and spirituous liquor require ABC permitting. This can be done personally or through your food caterer and a copy sent to the museum. _____ Initial

Facility Venue: Please check \$ _____

Base/minimum fee

- Library
- Auditorium
- Auditorium/Lobby
- Auditorium/Lobby/Exhibit Hall
- Watercraft Center (please check for availability)
- Gallant's Channel Great Lawn

Extra Hours: _____ hours X \$ _____ \$ _____

Deposit Paid on: ____/____/____ \$ (_____)

TOTAL RENTAL FEE \$ _____

Total Rental Payment Due: ____/____/____

I hereby acknowledge with my signature a full understanding of the specific conditions of the rental agreement and agree to abide by these conditions and terms. I agree to pay the full rental amount of \$_____.

I also agree to pay the balance of rental no later than 30 days prior to my event.

_____ Initial Here.

Liability Release and Express Assumption of Risk



I hereby assume responsibility and liability for any all injuries or damages to persons or property which may occur, directly or indirectly, as a result of my end use of the North Carolina Maritime Museum for my planned event, whether such injury or damage occurs before, during or after such event. Also, I shall indemnify and hold harmless the North Carolina Maritime Museum, its employees and agents, from all responsibility against any claims filed by third parties for any such injuries, acts and all damages resulting either directly or indirectly from my use of the Museum.

Furthermore, in signing this agreement, I hereby agree to comply with and abide by the laws applicable to the serving of alcoholic beverages at my event. I acknowledge that the North Carolina Maritime Museum reserves the right to refuse alcoholic beverages to any individual that appears to be intoxicated.

I hereby personally assume all risks in connection with my actions and those of any service providers I hire while on the Museum property and for any harm, injury or damage that may befall me or those of any service providers, whether foreseen or unforeseen.

I further state that I am of lawful age and legally competent to sign this liability release. I understand that the terms herein are contractual and not a mere recital and that I have signed this document of my own free will.

I have fully informed myself of the contents of this Rental Agreement and Liability Release and Express Assumption of Risk by reading it before I signed on behalf of myself and my heirs.

Renter Signature: _____ Date: _____

Printed Name: _____

Please complete and return pages 11, 12, & 13 with deposit to:

Attn: Museum General Manager

North Carolina Maritime Museum
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Beaufort, NC 28516

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