

WILKINSON CENTER

144 W Main Street, P. O. Box 38

Belhaven, NC 27810

RENTAL INFORMATION / RENTAL AGREEMENT

Name of Organization/Individual _____

Type of Event/Function _____

Responsible Party _____

Phone () _____ Alternate Phone () _____

Mailing Address _____

Email Address _____

Date of Rental _____

The renter agrees to protect, defend, indemnify and hold the Wilkinson Center and it's Officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges arising out of or relating to any and all claims, liens, demand obligations, in connection with or arising directly or indirectly out of this agreement and/or the performance thereof. The rental further agrees to investigate, handle and respond to, provide defense for and defend any such claims, etc. at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if it is groundless, false or fraudulent.

I have read and understand the attached Wilkinson Center Rental Policy and have been instructed by Center personnel of rules and procedures to be followed. I further understand that my deposit will be withheld for any breach of these conditions, for any damages and for any additional cleanup deemed necessary by Center personnel. I realize that any damage or disrespect of the Center will jeopardize the further use of the Center.

I understand that all functions end at Midnight.

Responsible Party: _____ Date: _____

Security Deposit: \$300.00 Date Paid _____ (must be paid to reserve date) Refunded: _____

Rental Fee \$750.00 Date Paid _____ (Must be paid two weeks prior to event) PA System \$50.00 Y N

Power point capabilities are available. We do not have a screen; usually most people use the white walls.

Please forward your information to: Ellen Allen, 62 Lighthouse Lane, Belhaven, NC 27810 943-7463

**RENTAL AGREEMENT FOR THE WILKINSON CENTER
144 W MAIN STREET * PO BOX 38 * BELHAVEN, NC 27810**

1. Usage of The Wilkinson Center will be scheduled on a first come first serve basis.
2. Reservations for any part of the building must be scheduled with a Wilkinson Center representative.
3. In order to secure a reservation, a person must be 21 years of age.
4. Rental fees will be consistent with the fee structure as approved by the Friends of the John A. Wilkinson Board of Directors. A security deposit shall be paid when the contract is signed in order to secure the reservation. The secure deposit will be refunded only after satisfactory inspection or upon cancellation of the event. The security deposit will not be held from year to year. If consecutive reservations are requested, separate deposit checks will be required.
5. Setup and takedown of the facility is provided. General cleanup will be the responsibility of the person securing the reservation. Please refer to the cleanup checklist.
6. Upon request of the Wilkinson Center Board of Directors, evidence of a bonded security guard and/or off duty law enforcement agent may be required before a reservation is secured. This is at the responsible party's expense.
7. Upon request of the responsible party, alcoholic beverages are permitted. Appropriate permit applications are available and the submission of these permits to the NC ABC Control Commissions rest solely with the responsibility of the responsible party. All fees and associated costs are in addition to the stated deposits and rental fees. **Please be advised that the different permits and provisions apply, depending on the types of beverages being served and/or sold during each event. Any spirits, either bagged or supplied, require a permit.
8. Once a reservation has been confirmed by a security deposit, a cancellation notice is required before the deposit can be refunded. This notice must be present in writing and signed by the responsible party. Refunds may be made within two weeks of the receipt of the request for cancellation at the discretion of the Wilkinson Center Board.
9. The Wilkinson Center Board of Directors reserves the right to deny the use of the Wilkinson Center based upon the health, safety and welfare of the user, invited guests or general public as well as protection and security of the building.

DECORATING RULES & CLEANUP CHECKLIST

(failure to meet these requirements may result in forfeiture of the security deposit)

INSIDE:

1. Remove all decorations and tape on windows and tables. Do not attach anything to painted surfaces (no nails, staples, pins, tacks or tape). Candles must be prevented from dripping on tables or other Wilkinson Center furnishings.
2. Remove all trash and place in dumpster behind the building. When dumpster is full, renter must remove additional trash from the premises.
3. Wipe off all tables and chairs if needed.
4. Damp mop floor as spills occur to protect flooring.
5. Inspect restrooms and pick up/empty trash cans.
6. Inspect oven, microwave, refrigerators, sinks and other kitchen equipment. Clean as needed.
7. Turn off all lights and lock all doors.
8. Return the key to the wooden box by the back door. You are responsible for this key and will be charged if it is not returned in a timely manner.

OUTSIDE:

1. Pick up all trash in the parking lot and around the entrance.
2. Inspect outside trash containers and ensure outside dumpster is securely closed.
3. Ensure all outside doors are shut and properly locked.