



Rental Agreement

The Centre at Halifax Community College is a 1500-seat theatre and multipurpose facility designed for theatre performances, concerts, banquets, receptions, conferences, exhibits, meetings, dances, and the like. 1000 of the 1500 seats are retractable creating a multipurpose area that can be arranged with tables and chairs in various ways. Our Gallery area is designed for smaller meetings, receptions, and luncheons for no more than 100 people. The Centre serves the college community and the Roanoke Valley as a venue for educational and cultural programming, economic development, and community activities.

FACILITY AVAILABILITY

All spaces are scheduled on an "as available" basis during normal operating hours. Availability is based on the scheduled programming of The Centre and College events and activities. When requests are received at substantially the same time, a request by Group I will have priority.

Fees for The Centre are determined by time of usage, set-up requirements, amount of space within The Centre used, and the purpose of event. Normal operating hours, including tours and meetings, are 9:00 AM - 5:00 PM, Monday - Friday. Rental operating hours for The Centre are from 7:00 AM to 1:00 AM daily. These hours will be strictly enforced.

The Centre is available for rental purposes and may normally be booked no more than 6 months in advance for an individual event. All rentals are contingent upon availability of Centre staff.

GROUPS PERMITTED TO USE THE CENTRE

GROUP I - The Centre defines these users as College Sponsored or Co-Sponsored events. (User must apply through Halifax Community College for this status.) There is no fee for this Group.

GROUP II - The Centre defines these users as Governmental Agencies, School Partnerships, and non-profit organizations. Group II users must use the space for the purpose of representing the organization, which is booking the space. All rules and regulations of The Centre apply to these users. These users need to apply for a rental contract with The Centre. A recognized organization or company official must sign the rental contract and pay rental fees with organizational funds by company check, VISA, MasterCard, and/or debit card with imprint of the company or organization name. *Proof of non-profit status is required for contractual agreement.*

GROUP III - The Centre defines Group III users as any person, organization, or association not defined above as Group I or Group II users. These users need to apply for a rental application with The Centre. All rules and regulations of The Centre apply to these users.

RENTAL FEES

*GROUP II

*GROUP III

<u>RENTAL FEES</u>	<u>*GROUP II</u>	<u>*GROUP III</u>
<u>COMPLEX</u>	\$590* FOR (4) HOUR MINIMUM** \$60* per hour for each additional hour or part of an hour	\$1180* FOR (4) HOUR MINIMUM** \$60* per hour for each additional hour or part of an hour
<u>STAGE/AUDITORIUM</u> (Rehearsals only)	\$310* FOR (4) HOUR MINIMUM** \$60* per hour for each additional hour or part of an hour	\$620* FOR (4) HOUR MINIMUM** \$60* per hour for each additional hour or part of an hour
<u>MULTI-PURPOSE AREA</u> • Gallery area as pass-through only • Tiled area only	\$250* FOR (4) HOUR MINIMUM** \$60* per hour for each additional hour or part of an hour	\$500* FOR (4) HOUR MINIMUM** \$60* per hour for each additional hour or part of an hour
<u>GALLERY</u> • Space limit - 100 people	\$200* FOR (4) HOUR MINIMUM** \$60* per hour for each additional hour or part of an hour	\$330* FOR (4) HOUR MINIMUM** \$60* per hour for each additional hour or part of an hour

**All prices are subject to change without a signed contract.*

***Please note: It is the responsibility of the Renter to schedule set-up and clean-up times for decorating, caterers, DJ's, entertainers, etc. within the rental period noted in the rental contract. Contracted rental time is strictly enforced.*

FOR FEES ASSOCIATED WITH TICKET SALES, SEE TICKET SALES BY RENTER(S)/PRODUCER(S) ON PAGE 7.

FACILITY FEES



All bookings require a *non-refundable deposit* of the lesser of two hundred and fifty dollars (\$250) or rental fee, which will hold a chosen date and be applied to the rental fee. The balance of any contract is due two (2) weeks prior to the event. If balance due is not paid two weeks before chosen date, the client will lose the space. The Executive Director or the Director must approve any schedule changes in advance. It is the responsibility of the Renter to adhere to the dates set forth in this contract. The Centre will only accept rental payments in the form of check, money order, Visa, MasterCard, and/or Debit Card. Initial discussions about a particular date or event will not be taken into consideration.

FEES INCLUDE

- Multi-purpose rental 25 tables/200 chairs (depending on purpose of rental)
- Gallery rental 13 tables/100 chairs (depending on purpose of rental)
- Complex rental 50 tables/400 chairs (depending on purpose of rental)

FEES - NON-INCLUSIVE **** (REQUIRED FOR ALL RENTALS)****

DAMAGE FEE Renter will be charged for damage of property belonging to HCC or The Centre. All damages above normal wear and tear will be charged to the Renter.

Personnel

- ** (1) HCC Security personnel required for every 200 guests \$25.00 per hour
- ** (1) Event Manager \$15.00 per hour
- ** (1) HCC Maintenance personnel required for every 200 guests \$15.00 per hour
- (1) Armed Weldon Police Officer required for every 200 guests for events where alcohol will be consumed. Officer is hired by The Centre and paid for by the renter at a rate of \$25.00 per hour.

Stage Personnel Minimum of 2 hours and contingent upon availability of personnel. Fee is \$20.00 per hour for each technician/laborer. Sound technician required for all rentals requiring stage usage. Lighting technician is required for stage productions requiring lighting changes. Stagehands are required for all Theatrical-related productions, to be hired at a rate of \$20.00 per hour. Fee for ushers and parking lot attendants is \$15.00 per hour per person.

EQUIPMENT

- Podium/setup \$20.00 per rental
- Wireless Internet / setup \$100.00 per rental
- Power point projector/screen/setup \$20.00 per rental
- Television/VCR/setup \$15.00 per rental
- Television/DVD set up \$20.00 per rental

OTHER FEES Additional Chairs are \$.50 for each rental.
 Additional Tables are \$1.00 for each rental.

FEES - RENTER CHARGES FOR EVENTS OR PERFORMANCES (ADMISSIONS)

*Any charge for admission to any event, banquet, recital, dance, performance, etc. is deemed ticket sales and must adhere to the procedures for *Ticket Sales By Renter(s)/Producers and Theatre Production Rules And Policies. No collection for donations, whether for charity or otherwise, shall be made, attempted, or announced on the premises without prior approval of The Centre. Under no circumstances shall a specific monetary amount be requested.*

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ACCESS

The Centre's staff, which will be present during all occupancies, will provide access to the building. Access will be in accordance with the lease agreement. The Centre's staff will have full access to all parts of the building at all times without restriction. No keys shall be given to anyone other than The Centre Staff.

All patrons must enter the building via the front doors of The Centre (next to the Box Office) or what is referred to as the Gallery entrance.

The sponsoring organization shall assign competent persons to remain present in the immediate area for the duration of the entire leased time, activity, or event.

ADVERTISING

All advertising and printed materials associated with rental events at The Centre must be pre-approved by The Centre at least seven (7) days before release. The organization, producer, or event name must appear larger than The Centre's name on any printed materials.

ALCOHOL

All North Carolina alcohol laws apply to any event in The Centre. When applicable, all permits required, by said jurisdictions, must be obtained by the Renter.

An ABC permit is NOT required for unfortified wines and/or beer served within The Centre.

A permit must be obtained from the Alcoholic Beverage Control Commission (ABC) for any event where fortified wine and/or liquor are to be served. Call 919-779-0700, press "0" for the operator, and ask for a Limited Specials Occasion permit. The permit is \$50. The Renter of this contract must also sign for the permit. *Renter must provide The Centre office staff with a copy of the ABC permit at least 48 hours before the scheduled event. A copy of this permit will and must be on display at The Centre box office during the event.*

All alcoholic beverages must be served and consumed only in the area where the original alcohol permit is posted.

Brown bagging is prohibited. Common source containers without an individual server through a licensed and bonded caterer are prohibited (e.g. kegs, alcoholic punches, etc.).

Alcohol service must be closed at least one hour before the function ends.

All alcoholic beverage distribution will be under the control of a bartender and/or caterer. Alcohol distribution will be discontinued for a patron or an entire event at the discretion of The Centre staff, the bartender, law enforcement, or the security officer on duty. *The caterer or Renter (event sponsor) must arrange to obtain the alcoholic beverage and transport it to and from The Centre.*

For any event where alcohol is served, a uniformed officer of the Weldon Police Department, Halifax County Sheriff's Department, or other approved security officer will be present. This officer will be hired by The Centre and paid for by the Renter. The Centre staff will determine the number of officers required by guidelines established by the College.

When serving alcohol, the Renter or caterer must provide proof of at least a one million dollar (\$1,000,000) liability policy naming The Centre at Halifax Community College as an additional insured in which the carrier agrees to defend, save harmless, and indemnify Halifax Community College from all financial loss, damage, or harm arising out of the dispensing of alcoholic beverages. A copy of the certificate of insurance must be submitted to The Centre no less than two weeks prior to the event.

Sale of alcohol except by a nonprofit or political organization (cash bars) is prohibited. Organizations must apply for a "Special One-Time Permit" for that sale. The stated caterer's handling of alcohol applies.

Alcoholic beverages can only be served to adults - age 21 or older. The Renter is required to ensure all servers take precautions to guarantee guests are not served inappropriate amounts of alcohol and to guarantee that no one under 21 years of age is served.

College affiliated social fraternities and sororities must submit a letter of support to The Centre from the college or university they represent to request permission to serve alcohol.

There will be no changes or exceptions to the preceding rules without written confirmation by The Centre Staff.

All rentals involving The Centre's Alcohol procedures will require one (1) security per 200 guests and one (1) armed officer. The additional cost is \$25.00 per hour per security or officer and is paid for by the Renter.)

CLEAN UP

Clean up for any event must be completed during contracted hours. Any additional set-up/clean-up time needed will be charged at the contracted hourly fee.

It is the responsibility of the Renter or their appointed party for clearing and wiping down tables and removing garbage to trash receptacles. If the kitchen area is used, all countertops and appliances must be cleaned and in working order.

The Centre is responsible for removing chairs and tables. The final sweeping, mopping, and vacuuming of the floors will be the responsibility of The Centre.

The Renter will leave the facility (including outer grounds and parking lot) neat, clean, and orderly.

DANCING

Dancing is allowed in the Multi-purpose Area. Events held in the Gallery where dancing is desired requires rental of a dance floor at the Renter's expense. The Centre Staff must give approval of this rented equipment. *No dancing is allowed on the carpeted areas in The Centre.*

DECORATIONS

The Renter needs to make arrangements for a caterer to supply any table linen needs (tablecloths, napkins, skirting, etc.).

Candles must be completely contained in glass tall enough to prevent the flame from being touched should a sleeve pass over the top of it (approximately 3 inches above the flame). Candles must sit atop fireproof surfaces so as not to come into direct contact with tablecloths or other flammable decorations.

The use of tape, staples, tacks, etc. on walls, doors, and fixtures is prohibited. If Centre staff deems decorations unsafe or inappropriate, the Centre staff has the right to remove the items. The Centre shall not be responsible for damage to any items removed pursuant to this provision.

All decorations must be removed from the building immediately following the conclusion of the event.

The use of glitter, confetti, rice, birdseed, bubbles, and other celebratory devices is prohibited inside and outside of the building.

Curtains on the stage are not to be tied back or altered in any way. Attaching anything to these curtains is strictly prohibited.

Movement of any Centre property such as plants or furniture, within a rental space, must have the approval of The Centre staff and must be done by a Centre staff member.

DELIVERIES - LOADING/UNLOADING

The Centre's staff or College personnel will not be responsible for accepting deliveries for the Renter.

All major loading and unloading for The Centre is to take place in the loading dock area. After loading and unloading, all vehicles must park in a designated area that is cleared by The Centre's staff.

All minor loading and unloading must be done using the side entrance to The Centre. (These are the double metal doors located on the west side and half way down the building.) After loading or unloading is complete, all vehicles must be moved to a designated parking area before the start of the event.

EQUIPMENT

Tables and chairs as noted in the fee schedule are included with each rental. Additional chairs and tables can be rented at additional cost from The Centre. An additional set-up/take-down fee will be charged for events, which require additional tables and chairs.

Additional electrical outlets are available (beyond the existing wall outlets) for a small fee. The need for additional power must be expressed during contract meeting.

Any use of electricity other than for general illumination is prohibited without prior approval of the Centre. Any change to electrical circuits of The Centre is prohibited. The Renter will not wire or connect electrical equipment such as stage lighting equipment.

There will be an additional charge for audio-visual equipment, Internet access and phone lines, and a labor charge for any extensive set-up of this equipment.

EQUIPMENT -CONTD.

Renter must notify Centre staff in advance regarding use of videography equipment if equipment is to be connected to The Centre's sound system. The Centre's sound technician will be required to be on duty at the Renter's expense.

Only Centre personnel may operate the main curtain and winch system, utilize lighting or sound systems, or operate follow spots. Under no circumstance will non-Centre staffers be allowed to operate any Centre equipment. Technicians required for events will be at the Renter's expense.

Any requests made by the Renter on the day of the event will not be considered. All requests must be made in writing no less than seven (7) days before the event.

FOOD/DRINK (NON-ALCOHOLIC)

Any Renter wishing to serve food in The Centre must employ a licensed and bonded caterer. The caterer must provide a copy of their business license and proof of at least a one million dollar (\$1,000,000) liability policy naming The Centre at Halifax Community College as an additional insured. (See Caterer list.) A copy of the certificate of insurance must be submitted to The Centre no less than two weeks prior to the event.

No food or drink is allowed in the theatre space. Only when the space is being used as a multi-purpose venue, will regulations allow such activities. No food or drinks are allowed in the permanent seating area.

For Complex and Stage/Auditorium Rentals - refreshments are allowed in the Dressing Rooms and Green Room. No food or drink is allowed on stage or in the house. There are no microwaves or conventional ovens, refrigerators, or other kitchen appliances available for use backstage.

KITCHEN

If kitchen area is used, all countertops and appliances must be cleaned and in working order. Kitchen must be left in clean condition. Please do not remove any Centre items from this area. It is a NO-SMOKING area.

LIABILITY

All Renters are responsible for carefully reading and following The Centre's procedures, rules, and regulations for use of the facilities before it is reserved. A person authorized to enter into agreements on behalf of the group, company, organization, school system, governmental unit, or other entity must execute the rental form. The signature of the authorized person on the rental form demonstrates their understanding and willingness to follow these procedures, rules, and regulations and is in full agreement.

A Renter may not assign or transfer said responsibility to any other individual and/or agency without a written agreement with The Centre.

Any Renter wishing to serve food in The Centre must employ a licensed and bonded caterer. The caterer must provide a copy of their business license and proof of at least a one million dollar (\$1,000,000) liability policy naming The Centre at Halifax Community College as an additional insured. (See Caterer list.) A copy of the certificate of insurance must be submitted to The Centre no less than two weeks prior to the event.

The Renter will be responsible for any activity that would be likely to cause damage to The Centre or College property or not be in the best interest of the College, its staff, or its students.

Liability insurance is required for all events with alcohol service. Social functions using alcohol must use a licensed and bonded caterer for alcohol service. (See Alcohol section for regulations.)

The Centre or College assumes no responsibility for the use of patented, trademarked, franchised, or copyrighted music, materials, devices, or dramatic rights used or incorporated in the event. The Renter agrees to hold The Centre and the College harmless from any claims or costs, including attorney fees, which might arise from the use of any material described above.

The Renter agrees not to post any posters, signs, cards, or displays on The Centre or College property without approval of the Executive Director or the Director.

The Centre or the College will not be responsible for loss, theft, or damages to personal property. The Renter agrees to hold The Centre and the College harmless from any claims or costs, including attorney fees, which might arise from the loss, theft, or damage to personal property.

LIABILITY-CONTD.

All property belonging to the Renter must be removed from the facility immediately following the rental period. The Centre and College assume no responsibility for items left by the Renter. Any items left after a rental will be discarded.

Any violation of Federal or North Carolina law, including drugs, gambling, or the possession of weapons is prohibited. All weapons, including concealed weapons (handguns, etc.), are prohibited on college properties.

Should the Renter violate any of these rules and regulations, Renter or affiliated organization forfeits all future use of The Centre and College Facilities.

The Centre may terminate an event at any time for violations of The Centre's or College's procedures, rules, or regulations.

PARKING

All visitors using the Gallery or Theatre must park in The Centre's Parking lot located in the front of the building. When leasing the full complex, visitors may use both parking lots located to the front and back of The Centre. All visitors must abide by the parking rules and regulations of the College. At no time can vehicles park directly in front of The Centre unless to unload or load passengers. Unattended vehicles will be towed at the Renter's expense.

SAFETY

Electrical cords may not cross access paths. All electrical cords must be fastened, covered, or taped to prevent patron tripping.

Safety devices, stairs, or displays may not be moved.

The Renter will become familiar with and comply with city and county fire codes appropriate to the facility. The Renter will become familiar with fire escape routes, nearest exits, and fire extinguishers.

Exits and exit access paths may not be blocked. A corridor, five feet wide, must be maintained at all times around the perimeter of the seating area.

Children under age 18 are required to be under the direct supervision of an adult at all times. The Centre Staff will direct unsupervised children to the attention of renter(s) to assume supervision of child or children.

The use of equipment to produce haze or fog within or outside of The Centre is prohibited.

No animals are allowed in the facility (with exception of guide animals).

SALES

The Centre reserves the exclusive right to sell concessions at any and all events at no charge to the Renter. Renter receives no compensation for The Centre's sale of such. No free samples of food or beverage may be given away or other wise distributed without prior written approval from The Centre.

No Renter or Vendor may sell, raffle off, or take orders for sales of any merchandise, memorabilia, photographs, tickets (including advance sales), etc. without the express written consent of The Centre. Any contracted agreement for permission to sell will state specifics of sales along with signatures of the Renter and The Centre representative on the contract.

SET-UP

Set-up for any event must be completed during contracted hours. Any additional set-up/clean-up time needed will be charged at the contracted hourly fee.

SMOKING

HALIFAX COMMUNITY COLLEGE'S POLICY PROHIBITS THE USE OF TOBACCO PRODUCTS EVERYWHERE, BY EVERYONE, AT ALL TIMES.

STAGE

NO FOOD OR DRINK is allowed on the stage.

Any type of activity that will permanently mar the stage (dents, scarring, gouges, etc.) over and above normal wear and tear is prohibited. Damage over and above normal wear and tear will be charged to the Renter/Producer.

THEATRE PRODUCTION RULES AND POLICIES

Performers and crew must enter and exit through the Backstage entrance (through the scene shop) near the loading dock. The lobby doors of The Centre are for patron traffic only.

During and after performances, no unauthorized people are allowed backstage. This includes, but is not limited to, friends, family, fans, agents, etc.

Only Centre personnel may operate the main curtain and winch system, utilize lighting or sound systems, or operate follow spots. Under no circumstance will non-Centre staffers be allowed to operate any Centre equipment. Technicians required for events will be at the Renter's expense.

Refreshments are allowed in the dressing rooms and green room. No food or drink is allowed on stage or in the house. Please keep the backstage area clean.

There are no microwaves or conventional ovens, refrigerators, or other kitchen appliances available for use backstage.

All dressing rooms are equipped with showers that you are free to use. We cannot provide you with any bath supplies, such as towels or soap products. Please bring your own.

All advertising and printed materials associated with rental events at The Centre must be pre-approved by The Centre at least seven (7) days before release. The organization, producer, or event name must appear larger than The Centre's name on any printed materials.

The individual, organization, or company renting The Centre is required to have proof of insurance totaling two million dollars (\$2,000,000) for general liability and one million dollars (\$1,000,000) for accidental liability no later than seven (7) days before the event.

TICKET SALES BY RENTER(S)/PRODUCER(S)

The Centre @ Halifax Community College may co-sponsor events with the understanding that it reserves the right to approve all performances, events, and audiences. Individual Renter(s)/Producer(s) may request The Centre to co-sponsor events with them by submitting a written proposal to the Executive Director or designee for review and approval by the College. The proposal must contain a description of the event, sample of show content and list of the targeted audience. All outside presenters wanting to offer theatrical-related productions at The Centre will be subject to review of their proposal and contingent upon approval of the College and availability of Centre space and staff. The College must receive samples of the incoming production's content (script and/or DVD-Video copy of the production) to ascertain if the content is in keeping with college standards and does not compete with Centre-sponsored productions. The Renter(s)/Producer(s)/Presenter(s) will agree to pay The Centre 15% (Non-profit - 15%) of all ticket sales over 900 seats. A \$2.00 per ticket facility fee and a \$100.00 box office set up fee will apply. The usual rental contract will be completed, and the Renter(s)/Producer(s)/Presenter(s) is responsible for the contracted facility usage and personnel fees. All tickets will be sold through The Centre box office by The Centre staff at the expense of the Renter(s)/Producer(s). Advance tickets may be purchased in person or over the phone with a VISA or MasterCard and picked up at Will Call for most events. Advance sales outside of The Centre box office is prohibited except by contractual agreement between The Centre and Renter(s)/Producer(s)/Presenter(s). Ticket stubs will be collected at the door by Centre staff only.

****Any deviation from the approved event/production may result in immediate cancellation of the event/production and forfeiture of all deposits and monies collected.*

The Centre Staff

The Centre Staff's responsibilities are to oversee the operations of The Centre. They will be available to answer questions concerning use of The Centre, but their services are not included in the rental agreement.

CATERER LIST

Renter shall be solely responsible for ensuring caterer selected is licensed and bonded. The Centre assumes no responsibility for the quality of service provided by the caterer. *Renter acknowledges that The Centre does not represent that any of the noted caterers are capable of providing the level of service expected by Renter.*

Any caterer may be added to this list after fulfilling the criteria set forth by The Centre by providing a copy of their business license and proof of at least a one million dollar (\$1,000,000) liability policy naming The Centre at Halifax Community College as an additional insured.

The following caterers have provided documentation required by The Centre:

A Catered Affair 203 SW Main Street Littleton, NC 27850 Gussie Silver 252-586-1222 ☎	Abrams Catering – Mrs. Rose Wooten 609 West Wilson Street Tarboro, NC 27886 252-823-1778 ☎	Catering and More – Mrs. Sabrina Webb 101 Washington Avenue Weldon, NC 27890 252-678-3945 ☎ spatterson@embarqmail.com
Carolina Restaurant 1034 East 10th Street Roanoke Rapids, NC 27870 Polly May / Joann Arrington 252-533-0601 ☎	Clem’s Garden Café 217 Washington Avenue Weldon, NC 27890 Deborah Clemonts 252-536-4922 or 536-2828 or 535-4521 ☎ Clemsggrandballroom@yahoo.com	The 1020 Restaurant & Caterers 1020 Roanoke Avenue Roanoke Rapids, NC 27870 252-535-2071 (formally Timeless Tea)
David’s Restaurant & Gourmet Catering 1011 Roanoke Avenue Roanoke Rapids, NC 27870 David Watson 252-537-3262 ☎	For Elegance Catering and Cakes PO Box 4072 Rocky Mount, NC 27803 William & Tyrana Battle 252-451-1681 ☎	
Four Seasons Catering Company Four Seasons Restaurant 7568 NC Highway 48 Battleboro, NC 27809 (252) 446-4226 ☎ & 📠	Pearl’s Country Kitchen 1034 NC Hwy 48 Roanoke Rapids, NC 27870 Teresa Rice Arrington 252-533-5979	
J & J Caterers 1721 North Wesleyan Blvd Rocky Mount, NC 27804 Jolynn Briley 252-446-6300 ☎	Bees Gourmet Food Service P.O. Box 142 Garysburg, NC 27831 252-532-9210 ☎ vtbennett@charter.net	

CHECK LIST FOR RENTER/CENTRE

TWO WEEKS PRIOR TO EVENT:

- Rental Balance Paid
- Caterer/Alcohol Liability Proof Provided
- Set-Up Diagram Provided

ONE WEEK PRIOR TO EVENT:

- Renter Request In Writing Non-Contracted Event Needs

ONE WEEK PRIOR TO RELEASE:

- Advertising Presented For Approval

48 HOURS PRIOR TO EVENT:

- Alcohol Permit Provided

Contact Information:

The Centre ☒ PO Drawer 809 * 200 College Drive * Weldon, NC 27890
Joanne Jolly, Admin. Asst. ☎ (252) 538-4320 📠 (252) 538-4337



Rental Contract

EVENT INFORMATION:

Event Name: _____ Expected Attendance _____
Event Date: _____ Day: _____ Start Time: _____ End Time: _____ # Hours _____ *

***4 Hours Contract Time Includes Set-Up (Decorating, etc.) And Break-Down (Clean-Up) Time** **Shaded areas for administrative use only.**

Requested Time IN: _____ Actual: _____ Requested Time OUT: _____ Actual: _____ # Hours _____

Event Date: _____ Day: _____ Start Time: _____ End Time: _____ # Hours _____

Requested Time IN: _____ Actual: _____ Requested Time OUT: _____ Actual: _____ # Hours _____

Event Date: _____ Day: _____ Start Time: _____ End Time: _____ # Hours _____

Requested Time IN: _____ Actual: _____ Requested Time OUT: _____ Actual: _____ # Hours _____

Event Date: _____ Day: _____ Start Time: _____ End Time: _____ # Hours _____

Requested Time IN: _____ Actual: _____ Requested Time OUT: _____ Actual: _____ # Hours _____

CATERER INFORMATION:

Proof of License & Insurance Received

Name: _____ Phone: _____
Address: _____ Other: _____

Alcohol Service: ABC Permit Received

ABC Permit Holder _____ ABC Permit Date _____

This contract made and entered on the _____ day of _____, 20____ by and between
The Centre at Halifax Community College and _____, referred to as the renter.

Contact for Renter: _____
Mailing Address: _____
Mailing Address: _____
City, State, & Zip: _____
Federal Id: _____

TELEPHONE:	
HOME	_____
CELL	_____
WORK	_____
F A X	_____

Signature On This Contract Constitutes An Agreement To Abide By The Terms And Conditions Outlined Herein.
The person executing this contract represents that he/she has authority to execute contracts on behalf of renter.

Renter: ** _____ ** Date: _____

The Centre: _____ Date: _____

***Signature of Renter signifies that Renter understands the NO SELL POLICY OF THE CENTRE. No Renter or Vendor may sell, raffle off, or take orders for sales of any tickets (including advance sales), merchandise, memorabilia, photographs, etc. without the express written consent of The Centre. Any contracted agreement for permission to sell will state specifics of sales along with signatures of the Renter and The Centre representative on the contract.*

Please Make Checks Payable to: The Centre

Contact Information:
The Centre ☒ PO Drawer 809 * 200 College Drive * Weldon, NC 27890
Joanne Jolly, Admin. Asst. ☎ (252) 538-4320 📠 (252) 538-4337





Rental Contract

For Administrative Use Only:

RENTAL NEEDS:

Space(s) To Be Used: _____

Tables: # Round _____ Tables: # Rectangle _____ Chairs: _____
 60" (20) Inventory Max - 8 Chairs per table 6' (76) Inventory Max - 8 Chairs per table (600) Inventory

EQUIPMENT:	PER DAY	TECHNICIANS:	\$20 PER HOUR (MINIMUM 2 HOURS)
<input type="checkbox"/> Overhead Projector/Screen.....	\$10	<input type="checkbox"/> Lighting.....	# _____ Date(s)/Time: _____
<input type="checkbox"/> Podium.....	\$20	<input type="checkbox"/> Sound.....	# _____ Date(s)/Time: _____
<input type="checkbox"/> PowerPoint/Screen.....	\$20	<input type="checkbox"/> Stagehand.....	# _____ Date(s)/Time: _____
<input type="checkbox"/> Slide Projector/Screen.....	\$10	<input type="checkbox"/> Videographer.....	# _____ Date(s)/Time: _____
<input type="checkbox"/> Television/VCR.....	\$15		

SECURITY PERSONNEL:

HCC Security \$25 per hour 1 required per 200 guests # _____ Date/Time: _____
 Officers \$25 per hour Alcohol - 1 required per 200 guests # _____ Date/Time: _____

ADDITIONAL PERSONNEL: \$15 PER HOUR

Housekeeping # _____ Parking Attendants # _____ Ushers # _____ Date/Time: _____

Group: _____ Fee: _____ X # Days _____ \$ _____
 Fee: _____ X # Days _____ \$ _____
 Fee: _____ X # Days _____

<u>Other Fees:</u>	<u>Rate Per Hour</u>	<u># Hours</u>	<u>\$</u>
Additional Hourly Fee	\$60	X _____	\$ _____
_____	_____	X _____	\$ _____
_____	_____	X _____	\$ _____
_____	_____	X _____	\$ _____

Total: \$ _____

MOP: _____ Date : _____ Received by: _____ Deposit Paid: \$ _____
 Date Balance Must Be Paid In Full: _____ *Balance Due: \$ _____ *

MOP: _____ Date : _____ Received by: _____ *Amount Paid: \$ _____ *

When necessary, charges for damages, extra time, etc. will be invoiced after close of event.

Please Make Checks Payable to: The Centre

Contact Information:
 The Centre ☒ PO Drawer 809 * 200 College Drive * Weldon, NC 27890
 Joanne Jolly, Admin. Asst. ☎ (252) 538-4320 📠 (252) 538-4337

