

MARTIN COUNTY ARTS COUNCIL'S RENTAL RULES

****FAILURE TO ABIDE BY ALL THE RULES WILL JEOPARDIZE YOUR ABILITY TO RENT THE BUILDING IN THE FUTURE.**

APPLICABLE FOR ALL RENTALS

1. **Use of Tables and Chairs:** Let daytime staff know how many tables and chairs are needed.
2. **Building Occupancy:** Fire code limits the number of attendees to 100 persons on the first floor and 59 persons on the second floor. (Attendee limits may vary according to governmental mandates during pandemics, etc. If numbers in attendance exceed fire code limits, the fire marshal will be called to evacuate the building and possibly shut down the event. No refunds will be issued.)
3. **Liability:** The MCAC assumes no liability for personal/bodily injury, lost items or damages during or following the use of the building. **You are responsible for the behavior and safety of the group using the facility!** You, as the lessee, are responsible for damages to any property belonging to MCAC including items on display at the time of the event or items belonging to others and will be held liable for any costs, damages, attorney fees and expenses incurred in connection with this contract. I AGREE TO INDEMNIFY AND HOLD HARMLESS MCAC FOR ANY INJURY TO PROPERTY OR PERSON RESULTING FROM THE USE OF THE FACILITY PURSUANT TO THIS AGREEMENT.
4. **Tablecloths:** Cotton/polyester tablecloths are available for rentals.
5. **Alcohol:** If alcohol is being served or sold, appropriate alcohol permits/licenses are required. A copy of the compliance notice should be on file at MCAC 7 days prior to the event.
6. **Set Up:** Prior day set-up may be available upon request and subject to the approval of the MCAC staff. All hours used during set up are deducted from the total rental hours of your contract. If the total time used for set up and the event exceed the number of hours provided in the contract, there is an additional hourly rate of \$50/hour and payment due to staff representative at \$12/hour.
7. If alcohol is to be sold or served, a special event liability insurance policy must be purchased for at least \$1,000,000 and must include property damage with a limit of at least \$100,000. MCAC, Inc. must be listed as an additional insured and a copy of the certificate of insurance confirming this liability coverage and must be submitted to the MCAC no less than 7 days prior to the event date or the rental agreement will be considered null and void. Insurance can be purchased from any insurance agency of your choice.

Note: The MCAC reserves the right to have law enforcement, at the lessee's expense hired to be at any event that serves alcohol

8. **Building Policy: Please adhere to the following rules:**
 - a. The building is a non-smoking facility; No smoking inside the building. Marijuana and other drugs are strictly forbidden.
 - b. No nails, tacks, staples, or tape may be used on the walls of the building.
 - c. Candles must be in holders.
 - d. The building must not be used for any unlawful or offensive purpose.
 - e. Fire extinguishers are accessible in the event of a fire.

Rental Agreement Form

Applicant Information:

Name (print) _____
 (Person renting building must be 25 years old or older and will be held responsible for making sure rules are followed)

Mailing Address _____

Email address _____

Telephone Numbers _____(home) _____(cell)

Date: _____ Signature _____

Occupancy: Lower level – 75-100 maximum Second Level- 45 - 59 person maximum

Rental Agreement: I have read, understand and agree to all the terms and conditions of this agreement.

I wish to rent the MCAC building:

Downstairs OR both upstairs & downstairs on _____ (date) for _____ (hours)
 to begin at _____ (time) and end at _____ (time)(hours include decorating and cleanup)

Type of Event _____

Will alcoholic beverages be served or consumed? _____ YES _____ NO (Check Yes only if needing a permit)

Note: You DO NOT need an alcohol permit to serve champagne, unfortified wine or beer. You DO need an alcohol permit to service fortified wine, liquor, or to “brown bag”. ABC permits allow the host to give away alcohol, not to sell. Alcohol permit information can be obtained from the local ABC store in Williamston or online at <http://abc.nc.gov/specialpermits>. An ABC permit and proof of insurance coverage will need to be submitted to MCAC at least 10 days prior to the scheduled event and posted in the MCAC facility during the event. See Page 1 for more details on insurance requirements.

If YES, date Certificate of Insurance needs to be provided by: _____

If YES, date permit approved (if applicable): _____

_____ (lessee signature) _____ (date)

_____ (MCAC signature) _____ (date)

OTHER FEES:

1. Rental package Fee: _____ \$100 Deposit Required to Secure Date
2. Deposit: Paid \$ _____ balance \$ _____ due on _____ (21 days prior to event)
3. Staff expense: _____ hours X \$12/hour = _____ (Paid at beginning of event to staff person)
 (Staff Representative signature) _____
4. Special Event Liability insurance Policy (if applicable): Policy number _____ Staff Initials _____
5. Special Event liability insurance Policy number : _____ (staff initials) _____