

Historic Edenton offers several rental opportunities:

1. Courthouse rental
2. Courthouse Green rental
3. Courthouse & Courthouse Green Combination rental
4. Roanoke River Lighthouse deck rental

We also customize offering the HESHS Visitor Center and James Iredell House's yard/garden as rentals utilizing the same rates and basic restrictions found within the attached rental permit applications. Sometimes, we coordinate special historic building or walking tour as an activity option at a rate of \$5.00 pp or \$10.00pp if it includes the Cupola House (a non-State Historic Site owned building).

Contact person for site rentals:

Bob Hopkins

Site Manager, Historic Edenton, State Historic Site
Division of State Historic Sites and Properties
North Carolina Department of Natural and Cultural Resources

108 North Broad Street, Edenton, N.C. 27932

252-482-2637

robert.hopkins@ncdcr.gov



Roanoke River Lighthouse Use Policy and Rental Agreement

Requested Date(s) of Use: _____

Name of Applicant: _____

Please Check the Category that Best Describes Rental Applicant:

- Individual
 Non-Profit Organization (Must provide copy of IRS determination of non-profit status.)
 Business or Organization without Non-Profit Status
 Government Agency: ___ County, ___ State, ___ Federal
 Other: _____

Contact Information for Applicant:

Mailing Address: _____

Phone Number(s): _____

Email Address: _____

If applicant is an organization, business, or government agency, please tell us the contact information for the individual arranging this rental:

Name: _____

Phone Number(s): _____

Email Address: _____

Please Give a Brief Description of Use: _____

Rental Schedule:

Arrival Time (including set-up or any prep time): _____

Start Time of the Actual Event/Ceremony: _____

Ending Time of the Event/Ceremony: _____

Departure Time (including clean-up or breakdown): _____

Expected Attendance to Event/Ceremony: _____

Rental Use Policy

Please Sign Below

1. Roanoke River Lighthouse is available on a first-come-first-serve basis. Your reservation is not made until payment of required fees. See # 9 below.
2. The area available for rental will always be limited to the deck portion around the perimeter, and may be further limited during operating hours or after operating hours due to other considerations.
3. Tables, chairs, tents, and other equipment only allowed on grounds when no damage will be done to structure. Must be removed promptly after use. No electrical outlets are available within the rental designated area. Vehicles are not allowed on grounds.
4. Tent covers and canopies are not allowed to be fixed to the deck or lighthouse railings.
5. Evening functions must end by 10:00 p.m., and premises vacated by 11:00 p.m. which is enforced by ordinance.
6. Please note noise ordinance enforced. Keep in mind this is a residential neighborhood. No loud music or loud voice amplification.
7. Historic Edenton State Historic Site, an agency of the State of North Carolina, assumes no liability for personal injury or other lost or damages resulting from rental of the Roanoke River Lighthouse.
8. No Alcohol is permitted on the premises without prior approval by Site Manager of Historic Edenton State Historic Site. User must obtain alcohol permit from Site Manager prior to serving any alcoholic beverages. Site Manager will require proof of liability insurance in order to issue alcohol permit. Only non-fortified beer & wine allowed. User must obtain all other necessary permits for transporting and serving alcohol.
9. Fees for use of the Roanoke River Lighthouse must be paid in full to reserve date. Fees will be refunded if event is cancelled as long as notice is given before day of event. No refunds for no-shows. Fees will be refunded if inclement weather causes you to hold event at another location. If you cancel a rental after the rental payment has already been made, even if it is due to weather, you must submit a written request for refund of the rental fees, noting your reasons for cancellation, and be prepared to submit a W-9. Refunds may take 30 days or longer to be processed.
10. Any plan changes must be approved in advance and additional fees paid at time of change if necessary.

I have examined this Use Policy and Reservation Agreement, and agree to abide by it:

SIGNATURE _____ DATE _____

PRINT NAME _____

Rental Fee Structure

Fees include only the use of Observation Deck. Appointments are encouraged for wedding photos/rehearsals to take place at any time other than ceremony and rehearsal to avoid possibility of maintenance, group visitation or other activities taking place at the same time. The interior of the Roanoke River Lighthouse is not available for weddings, receptions or special programming. Interior tours (food & drink strictly not permitted) can be accommodated by special reservation.

\$25.00	Nonrefundable date-holding reservation fee	\$ _____
\$100.00/hr.	Fee per hour for events during regular business hours Tuesday-Friday, 9:00 am – 4:00 pm.	hrs: _____ - _____ \$ _____
\$150.00/hr.	Fee per hour for events held after 4:00 pm or any time of day Saturday, Sunday or Monday.	hrs: _____ - _____ \$ _____
\$150.00	Refundable Cleaning/damage deposit. (separate check)	\$ <u>150.00</u> _____
TOTAL ENCLOSED		\$ _____

*Only cash, check or money orders will be accepted for payment of rental fee from individuals. Checks will be accepted for damage deposits from individuals and for payment of all amounts due from organizations and agencies written from their organization's account. Checks and money orders should be made payable to the **NC Department of Natural & Cultural Resources, or Historic Edenton, HESHS**. Address for payment of cash (in person) or to mail money orders and checks: Site Manager, Historic Edenton State Historic Site, 108 North Broad Street, Edenton, NC 27932.*

[Free Public Events and Activities closely related to the interpretive focus of Historic Edenton State Historic Site, as determined by Historic Edenton Site Manager, shall be exempt from any rental fees, as are events sponsored or co-sponsored by Historic Edenton State Historic Site.]

Office Use:

Historic Edenton State Historic Site representative received completed reservation and use agreement and fee payment. Permit issued.

Date Paid: _____

Amount: _____

____ Cash Amount: _____

____ Money Order Amount: _____

____ Check Amount: _____

If by check, please list the Bank and Check Number: _____

Payment Received From: _____

Payment Received By: _____

Date deposited: _____

Historic Edenton State Historic Site representative received completed request for alcoholic beverages permit on state property.

Name of Person Making Request: _____

Address: _____

Phone Number: _____

Permit Issued? Yes _____ Date Issued _____

No _____ Explain _____

Permit Approved By: _____



Historic 1767 Chowan County Courthouse Use Policy and Rental Agreement

DATE OF COURTHOUSE USE: _____

PLEASE COMPLETE CATEGORY THAT DESCRIBES YOUR USE OF COURTHOUSE

Individual: _____ Name: _____

Organization: _____ Name: _____

Government Agency: _____ Name: _____
Which applies? _____ County, _____ State, _____ Federal

Non-Profit Organization: _____ Name: _____
(Must provide copy of IRS determination non-profit status with application for this rate)

Other: _____ Specify _____

Name of Applicant (*responsible for payment of fees*): _____

MAILING ADDRESS: _____

TELEPHONE NUMBERS: _____

DESCRIPTION OF USE:

ARRIVAL TIME: _____ DEPART TIME: _____

NUMBER OF PEOPLE expected to attend event/meeting _____

USE POLICY (Sign Below)

1. The 1767 Chowan County Courthouse is a public building and a National Historic Landmark. Special care must be taken of the facility at all times during use. See addendum.

2. Maximum # of occupants: no more than 75 people for 1st floor activities, no more than 86 people for 2nd floor activities. No more than 86 people overall at any function if both 1st and 2nd floor in use. Occupancy numbers set by Fire Marshall.
3. User shall be liable for any damages to building, fixtures, equipment, or grounds. No adhesives or fasteners may be attached to the walls, floors, or windows or exterior of the building, with the exception that a notice may be taped on exterior doors if needed, using scotch tape only (no masking or duct tape). Confetti and birdseed is not allowed. Renter is responsible for cleaned up and trash removed from building at the end of event. Rental fee does not cover removal of renter's trash or leftover items.
4. The State of North Carolina assumes no liability for injuries to user's guests, invitees, or agents, or damages to personal property of User. By acceptance of this agreement, User agrees to indemnify and hold State of North Carolina harmless for any injuries, damages, costs, or losses whatsoever incurred as a result of any act or omission of User. In the discretion of the State of North Carolina, User may be required to provide evidence of liability insurance for the event.
5. All evening functions must end by 10:00 PM and premises vacated by 11:00 PM by local ordinance.
6. Proposed use of any amplifying sound equipment must be cleared with Historic Edenton State Historic Site before event. Only amplified sounds at decibel levels deemed safe for humans and for the preservation of the historic building will be allowed.
7. **Absolutely no smoking is permitted. No open flames (including Sterno or candles) are permitted (Heating for food catering must be done by electrical means.). No grilling permitted inside or outside.**
8. A protective floor covering, specifically approved by Historic Edenton State Historic Site, shall be used for any dancing. Care must be taken to keep liquids and food from all Courthouse floors. Coolers may be placed on floor in catering area only, and then ONLY if the coolers do not leak or sweat.
9. Any fixtures or equipment placed in the building must be removed promptly after event.
10. **ALCOHOL MAY BE SERVED ONLY UNDER THE FOLLOWING CONDITIONS:**
 - Alcohol use is subject to prior approval by Site Manager of Historic Edenton State Historic Site, and if approved, user must obtain alcohol permit from Site Manager prior to serving any alcoholic beverages. Site Manager will require proof of liability insurance in order to issue alcohol permit.
 - User must obtain all other necessary permits for transporting and serving alcohol.
11. **Fees must be PAID IN FULL IN ADVANCE in order to make a reservation, and approvals obtained at least fourteen (14) days in advance of Courthouse use for all uses other than meetings only. Fees for meetings to be paid prior start of meeting, but reservation for meetings can be made prior to fee payment.**
12. Any event changes must be approved in advance and required additional fees/deposit paid.
13. Any breach of these policies may result in additional damage fees to be paid by the user and the user not being eligible for future use.
14. Completed addendum must accompany all applications and is a part of this policy and reservation agreement.

I agree to all of the stated terms and conditions of the policy for using the 1767 Chowan County Courthouse in this reservation and use agreement. I understand that use of the building may be terminated if these policies are not followed.

SIGNATURE: _____ DATE _____

PRINT NAME: _____

FEES

- \$25.00 Reservation fee, non-refundable (*payable upon holding of date*)

- \$25.00 Fee per hour for events by any Not-for-Profit organization, or government agency during regular business hours, Tuesday-Friday, 9:00 am – 4:30 pm. *Must include proof of not-for-profit status.*

- \$50.00 Fee per hour for events by any Not-for-Profit organization or government agency after 4:30 pm or any time of day Saturday, Sunday or Monday. *Must include proof of not-for-profit status.*

- \$100.00 Fee per hour for public held events during regular business hours Tuesday - Friday, 9:00 am – 4:30 pm.

- \$150.00 Fee per hour for public held events after 4:30 pm or any time of day Saturday, Sunday or Monday.

- \$150.00 Refundable Cleaning/Damage deposit.

TO BE PAID IN ADVANCE TO RESERVE COURTHOUSE:

Reservation Fee (<i>date holding, non-refundable</i>)	\$ _____
Cleaning/Damage deposit (separate payment)	\$ _____
Event Rental Fee (payable prior to event)	\$ _____
Other (specify): _____	\$ _____
 TOTAL ENCLOSED	 \$ _____

Credit cards are not accepted. Only cash and money orders will be accepted for payment of rental fee from individuals. Checks will be accepted for damage deposits from individuals and for payment of all amounts due from organizations and agencies written from their account. Checks and money orders should be made payable to the NC Department of Natural & Cultural Resources. Address for payment of cash (in person) or to mail money orders and checks: Site Manager, Historic Edenton State Historic Site, 108 North Broad Street, Edenton, NC 27932.

Please Note: The street address for the 1767 Chowan County Courthouse is not posted. For invitations, the following is suggested: The 1767 Chowan County Courthouse, 117 East King Street, Edenton, North Carolina 27932.

[Official use; meetings, events, activities by Historic Edenton’s support groups (James Iredell Historical Association, Edenton Historical Commission, and Cupola House Association); events and activities closely related to the interpretive focus of Historic Edenton State Historic Site, as determined by Historic Edenton Site Manager; shall be exempt from damage deposit, cleaning, and use fees, as are events sponsored or co-sponsored by Historic Edenton State Historic Site.]

HISTORIC 1767 CHOWAN COUNTY COURTHOUSE

Reservation agreement Addendum

Sign the following five statements acknowledging your awareness of the special historical significance of the 1767 Courthouse. **You agree to the following** for yourself and for your guests. It is your responsibility to be sure caterers follow these statements:

1. I understand that the Courthouse is a National Historic Landmark, important in our Nation's national history, and that the structural components are carefully restored to the 1767 condition.

_____signature

2. I agree to protect floors, tables, and all surfaces from any ice or food susceptible to melting or staining and to remove these items immediately should this occur.

_____signature

3. I agree that any small items used for decoration during my use will be completely removed afterwards. No adhesive or any other means may be used to attach items to walls, ceilings, or fixtures or any other surface.

_____signature

4. I acknowledge that absolutely no flames whatsoever shall be allowed in the building, included but not limited to lighters, matches, candles, sterno, gas, alcohol, etc., and any other type flame which a caterer or guest might tend to possess. Caterers may use electric heat only to keep food warm.

_____signature

5. I acknowledge no grills allowed on indoor or outdoor premises.

_____signature

Office Use:

HITORIC EDENTON REPRESENTATIVE RECEIVED COMPLETED RESERVATION AND USE AGREEMENT AND FEE PAYMENT. PERMIT ISSUED.

Date Paid _____ Amount _____

Check Numbers

Use Fee _____

Bank and account number _____

Payment Received From (Name) _____

Payment Received By (staff member) _____

Date deposited _____

HISTORIC EDENTON REPRESENTATIVE RECEIVED COMPLETED REQUEST FOR ALCOHOLIC BEVERAGES PERMIT ON STATE PROPERTY

Name of Person Making Request: _____

Address: _____

Permit Received By (Name) _____

Permit Issued? Yes _____ Date Issued _____

No _____ Explain _____



***Combination 1767 CHOWAN COUNTY COURTHOUSE
With COURTHOUSE GREEN
USE POLICY AND RENTAL AGREEMENT***

PLEASE COMPLETE CATEGORY THAT DESCRIBES YOUR USE OF COURTHOUSE & GREEN

Individual: _____ Name: _____

Organization: _____ Name: _____

Government Agency: _____ Name: _____
Which applies? _____ County, _____ State, _____ Federal

Non-Profit Organization: _____ Name: _____
(Must provide copy of IRS determination non-profit status with application for this rate)

Other: _____ Specify _____

Name of Applicant (*responsible for payment of fees*): _____

MAILING ADDRESS: _____

TELEPHONE NUMBERS: _____

Time/Date of Green Occupancy: _____ From: _____ To: _____ #/hrs _____

Time/Date of Courthouse Occupancy: _____ From: _____ To: _____ #/hrs _____

DESCRIPTION OF USE:

NUMBER OF PEOPLE expected to attend event/meeting _____

RESERVATION POLICY

11. The 1767 Chowan County Courthouse is a public building and a National Historic Landmark. Special care must be taken of the facility at all times during use. See addendum.
12. Maximum # of occupants for the Courthouse: no more than 75 people for 1st floor activities, no more than 86 people for 2nd floor activities. No more than 86 people overall at any function if both 1st and 2nd floor in use. Occupancy numbers set by Fire Marshall.
13. User shall be liable for any damages to building, fixtures, equipment, or grounds. No adhesives or fasteners may be attached to the walls, floors, or windows or exterior of the building, with the exception that a notice may be taped on exterior doors if needed, using scotch tape only (no masking or duct tape). Confetti and birdseed is not allowed. Renter is responsible for cleaned up and trash removed from building at the end of event. Rental fee does not cover removal of renter's trash or leftover items.
14. The State of North Carolina assumes no liability for injuries to user's guests, invitees, or agents, or damages to personal property of User. By acceptance of this agreement, User agrees to indemnify and hold State of North Carolina harmless for any injuries, damages, costs, or losses whatsoever incurred as a result of any act or omission of User. In the discretion of the State of North Carolina, User may be required to provide evidence of liability insurance for the event.
15. All evening Courthouse functions must end by 10:00 PM and premises vacated by 11:00 PM by local ordinance.
16. **Absolutely no smoking is permitted within State Buildings or Grounds. No open flames (including Sterno or candles) are permitted (Heating for food catering must be done by electrical means.) inside of the Courthouse.**
17. A protective floor covering, specifically approved by Historic Edenton State Historic Site, shall be used for any dancing in the Courthouse. Care must be taken to keep liquids and food from all Courthouse floors. Coolers may be placed on floor in catering area only, and then ONLY if the coolers do not leak or sweat.
18. Any fixtures or equipment placed in the buildings must be removed promptly after event.
19. ALCOHOL MAY BE SERVED ONLY UNDER THE FOLLOWING CONDITIONS:
 - Alcohol use is subject to prior approval by Site Manager of Historic Edenton State Historic Site, and if approved, user must obtain alcohol permit from Site Manager prior to serving any alcoholic beverages. Site Manager will require proof of liability insurance in order to issue alcohol permit.
 - User must obtain all other necessary permits for transporting and serving alcohol.
20. Courthouse Green is available on a First-Come-First-Serve basis. Reservation is secured when non-refundable date reservation deposit is paid and confirmation is sent by Site's Manager, Historic Edenton, State Historic Site.
21. Tables, chairs, tents, and other equipment may be allowed on Courthouse Green as describe in this contract. All tables, chairs, tents and other equipment must be removed promptly after use.
22. Nothing can be attached to trees and bushes except by use of string. All item must be removed after event. Do not leave string in trees.
23. Courthouse Green must be left clean and all items removed from grass, for example artificial/ natural petals, twist ties, tissues, water bottles.
24. If you plan to place a tent on the Courthouse Green, you must first obtain a Permit from the NC State Construction Office for a tent larger than 200 square feet, canopy with sides in excess of 400 square feet, or a canopy without sides in excess of 700 square feet.. The Courthouse Green is state property. A copy of the procedure for obtaining permits is attached. This permit must be included with your application to reserve the Courthouse Green. It is the responsibility of the person reserving the Courthouse Green to obtain the required permit.
25. Please note Noise Ordinance is enforced and you are holding an event in a residential neighborhood. Excessive loud music or loud voice amplification is not permitted.
26. Fireworks are not allowed on the Courthouse Green. A permit from the Town of Edenton is required for fireworks over water.
27. Vehicles are not allowed on the Courthouse Green as there are historical sub-structures buried under the ground.
28. Fees for use of Courthouse & Courthouse Green must be paid in full in advance of the event. Rentals for the Courthouse and Courthouse Green are calculated inclusively per rate schedule. Fees (*except the date reservation holding deposit*) will be refunded if event is cancelled as long as notice is given before day of event. Fees will be refunded if inclement weather causes you to hold event at another location.
29. Any plan changes must be approved in advance and required additional fees paid at time of change if necessary.

FEES FOR USE OF COURTHOUSE GREEN

- \$50.00 Reservation (date holding) deposit, non-refundable (*payable upon reservation of date*)
- \$25.00/unit Fee per hour for events by any Not-for-Profit organization, or government agency during regular business hours, Tuesday-Friday, 9:00 am – 4:30 pm. *Must include proof of not-for-profit status.*
- \$50.00/unit Fee per hour for events by any Not-for-Profit organization or government agency after 4:30 pm or any time of day Saturday, Sunday or Monday. *Must include proof of not-for-profit status.*
- \$100.00/unit Fee per hour for public held events during regular business hours Tuesday - Friday, 9:00 am – 4:30 pm.
- \$150.00/unit Fee per hour for public held events after 4:30 pm or any time of day Saturday, Sunday or Monday.
- \$150.00/unit Refundable Cleaning/Damage deposit.
- Unit
 - 1767 Courthouse
 - Courthouse Green

TO BE PAID IN ADVANCE TO RESERVE COURTHOUSE:

Reservation Fee (*date holding, non-refundable*) \$ _____

Cleaning/Damage deposit (separate payment) \$ _____

Event Rental Fee (payable prior to event) \$ _____

Other (specify): _____ \$ _____

TOTAL ENCLOSED \$ _____

Credit cards are not accepted. Only cash and money orders will be accepted for payment of rental fee from individuals. Checks will be accepted for damage deposits from individuals and for payment of all amounts due from organizations and agencies written from their account. Checks and money orders should be made payable to the NC Department of Natural & Cultural Resources. Address for payment of cash (in person) or to mail money orders and checks: Site Manager, Historic Edenton State Historic Site, 108 North Broad Street, Edenton, NC 27932.

Please Note: The street address for the 1767 Chowan County Courthouse is not posted. For invitations, the following is suggested: The 1767 Chowan County Courthouse, 117 East King Street, Edenton, North Carolina 27932.

[Official use; meetings, events, activities by Historic Edenton’s support groups James Iredell Historical Association, Edenton Historical Commission, and Cupola House Association); events and activities closely related to the interpretive focus of Historic Edenton State Historic Site, as determined by Historic Edenton Site Manager; shall be exempt from damage deposit, cleaning, and use fees, as are events sponsored or co-sponsored by Historic Edenton State Historic Site.]

I have examined this Use Policy and Reservation Agreement, and agree to abide by it:

SIGNATURE

DATE

PRINT NAME

+++++
Office Use:

HISTORIC EDENTON REPRESENTATIVE RECEIVED COMPLETED AGREEMENT AND FEE PAYMENT. PERMIT ISSUED.

Holding Deposit:	\$ _____	Date Paid _____
Damage Deposit	\$ _____	Date Paid _____
Damage Deposit	\$ _____	Date Refunded _____
Rental:	\$ _____	Date Paid _____
Rental refund:	\$ _____	Date Paid _____

Payment Received From (Name) _____

Payment Received By (Staff member) _____

Check Numbers (Agencies and Organizations only)

Use Fee _____

Bank name and account _____

Date Deposited _____

HISTORIC EDENTON REPRESENTATIVE RECEIVED COMPLETED REQUEST FOR ALCOHOLIC BEVERAGES PERMIT ON STATE PROPERTY.

Name of Person Making Request _____

Permit Received By (Name) _____

Permit Issued? Yes _____ Date Issued _____

No _____ Explain _____



**COURTHOUSE GREEN
USE POLICY AND RENTAL AGREEMENT**

PLEASE COMPLETE CATEGORY THAT DESCRIBES YOUR USE OF COURTHOUSE & GREEN

Individual: _____ Name: _____

Organization: _____ Name: _____

Government Agency: _____ Name: _____
Which applies? _____ County, _____ State, _____ Federal

Non-Profit Organization: _____ Name: _____
(Must provide copy of IRS determination non-profit status with application for this rate)

Other: _____ Specify _____

Name of Applicant *(responsible for payment of fees)*: _____

MAILING ADDRESS: _____

TELEPHONE NUMBERS: _____

Time/Date of Green Occupancy: _____ From: _____ To: _____ #/hrs _____

Time/Date of Courthouse Occupancy: _____ From: _____ To: _____ #/hrs _____

DESCRIPTION OF USE:

NUMBER OF PEOPLE expected to attend event/meeting _____

RESERVATION POLICY

30. Courthouse Green is available on a First-Come-First-Serve basis. Your reservation is not made until payment of required fees.
31. User shall be liable for any damages to the equipment and grounds. No adhesives or fasteners may be attached to the fixtures or trees, Confetti is not allowed. Renter is responsible for cleaned up and trash removed from grounds at the end of event. Rental fee does not cover removal of renter's trash or leftover items. Nothing can be attached to the trees or bushes, except by the use of string. Anything attached must be removed after the event, not leaving string in trees.
32. The State of North Carolina assumes no liability for injuries to user's guests, invitees, or agents, or damages to personal property of User. By acceptance of this agreement, User agrees to indemnify and hold State of North Carolina harmless for any injuries, damages, costs, or losses whatsoever incurred as a result of any act or omission of User. In the discretion of the State of North Carolina, User may be required to provide evidence of liability insurance for the event.
33. All evening Courthouse Green functions must end by 10:00 PM and premises vacated by 11:00 PM by local ordinance.
34. Proposed use of any amplifying sound equipment must be cleared with Historic Edenton State Historic Site before event. Only amplified sounds at decibel levels deemed safe for humans and for the preservation of the historic building will be allowed.
35. **Absolutely no smoking is permitted on State Property. No open flames are permitted with prior approval from Site Manager, Historic Edenton, state Historic Site.**
36. Any fixtures or equipment placed on the Green must be removed promptly after event.
37. **ALCOHOL MAY BE SERVED ONLY UNDER THE FOLLOWING CONDITIONS:**
 - Alcohol use is subject to prior approval by Site Manager of Historic Edenton State Historic Site, and if approved, user must obtain alcohol permit from Site Manager prior to serving any alcoholic beverages. Site Manager will require proof of liability insurance in order to issue alcohol permit.
 - User must obtain all other necessary permits for transporting and serving alcohol.
38. Courthouse Green is available on a First-Come-First-Serve basis. Reservation is secured when non-refundable date reservation deposit is paid and confirmation is sent by Site's Manager, Historic Edenton, State Historic Site.
39. Tables, chairs, tents, and other equipment may be allowed on Courthouse Green as describe in this contract. All tables, chairs, tents and other equipment must be removed promptly after use.
40. Courthouse Green must be left clean and all items removed from grass, for example artificial/ natural petals, twist ties, tissues, water bottles.
41. If you plan to place a tent on the Courthouse Green, you must first obtain a Permit from the NC State Construction Office for a tent larger than 200 square feet, canopy with sides in excess of 400 square feet, or a canopy without sides in excess of 700 square feet.. The Courthouse Green is state property. A copy of the procedure for obtaining permits is attached. This permit must be included with your application to reserve the Courthouse Green. It is the responsibility of the person reserving the Courthouse Green to obtain the required permit.
42. Fireworks are not allowed on the Courthouse Green. A permit from the Town of Edenton is required for fireworks over water.
43. Vehicles are not allowed on the Courthouse Green as there are historical sub-structures buried under the ground.
44. Historic Edenton State Historic Site (State of North Carolina) assumes no liability for personal injury or other damage resulting from your use of the Courthouse Green. If your homeowner's insurance policy does not cover your use of the Green, you must purchase event insurance.
45. Fees for use of Courthouse & Courthouse Green must be paid in full in advance of the event. Rentals for the Courthouse and Courthouse Green are calculated inclusively per rate schedule. Fees (*except the date reservation holding deposit*) will be refunded if event is cancelled as long as notice is given 30 days before day of event. Fees will be refunded if inclement weather causes you to hold event at another location.
46. Any plan changes must be approved in advance and required additional fees paid at time of change if necessary.
47. I agree to all of the stated terms and conditions of the policy for using the 1767 Chowan County Courthouse in this reservation and use agreement. I understand that use of the building may be terminated if these policies are not followed.

Initials: _____ Date: _____

FEES FOR USE OF COURTHOUSE GREEN

- \$25.00 Reservation (date holding) deposit, non-refundable (*payable upon reservation of date*)
- \$25.00 Fee per hour for events by any Not-for-Profit organization, or government agency during regular business hours, Tuesday-Friday, 9:00 am – 4:30 pm. *Must include proof of not-for-profit status.*
- \$50.00 Fee per hour for events by any Not-for-Profit organization or government agency after 4:30 pm or any time of day Saturday, Sunday or Monday. *Must include proof of not-for-profit status.*
- \$100.00 Fee per hour for public held events during regular business hours Tuesday - Friday, 9:00 am – 4:30 pm.
- \$150.00 Fee per hour for public held events after 4:30 pm or any time of day Saturday, Sunday or Monday.
- \$150.00 Refundable Cleaning/Damage deposit.

TO BE PAID IN ADVANCE TO RESERVE COURTHOUSE:

Reservation Fee (<i>date holding, non-refundable</i>)	\$ _____
Cleaning/Damage deposit (separate payment)	\$ _____
Event Rental Fee (payable prior to event)	\$ _____
Other (specify): _____	\$ _____
TOTAL ENCLOSED	\$ _____

Credit cards are not accepted. Only cash and money orders will be accepted for payment of rental fee from individuals. Checks will be accepted for damage deposits from individuals and for payment of all amounts due from organizations and agencies written from their account. Checks and money orders should be made payable to the NC Department of Natural & Cultural Resources. Address for payment of cash (in person) or to mail money orders and checks: Site Manager, Historic Edenton State Historic Site, 108 North Broad Street, Edenton, NC 27932.

Please Note: The street address for the 1767 Chowan County Courthouse is not posted. For invitations, the following is suggested: The 1767 Chowan County Courthouse, 117 East King Street, Edenton, North Carolina 27932.

[Official use; meetings, events, activities by Historic Edenton’s support groups (James Iredell Historical Association, Edenton Historical Commission, and Cupola House Association); events and activities closely related to the interpretive focus of Historic Edenton State Historic Site, as determined by Historic Edenton Site Manager; shall be exempt from damage deposit, cleaning, and use fees, as are events sponsored or co-sponsored by Historic Edenton State Historic Site.]

I have examined this Use Policy and Reservation Agreement, and agree to abide by it:

SIGNATURE

DATE

PRINT NAME

+++++

Office Use:

HISTORIC EDENTON REPRESENTATIVE RECEIVED COMPLETED AGREEMENT AND FEE PAYMENT. PERMIT ISSUED.

Holding Deposit:	\$ _____	Date Paid _____
Damage Deposit	\$ _____	Date Paid _____
Damage Deposit	\$ _____	Date Refunded _____
Rental:	\$ _____	Date Paid _____
Rental refund:	\$ _____	Date Paid _____

Payment Received From (Name) _____

Payment Received By (Staff member) _____

Check Numbers (Agencies and Organizations only)

Use Fee _____

Bank name and account _____

Date Deposited _____

HISTORIC EDENTON REPRESENTATIVE RECEIVED COMPLETED REQUEST FOR ALCOHOLIC BEVERAGES PERMIT ON STATE PROPERTY.

Name of Person Making Request _____

Permit Received By (Name) _____

Permit Issued? Yes _____ Date Issued _____

No _____ Explain _____