

# APPLICATION FOR FACILITY RENTAL

## HAYTI HERITAGE CENTER

**Date:** \_\_\_\_\_ **Reference Number:** \_\_\_\_\_

Name of Authorized Applicant \_\_\_\_\_

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Type of Activity/Event Planned \_\_\_\_\_

Nature of Audience/Participants \_\_\_\_\_

Number of Guest Expected \_\_\_\_\_ is an admission being charged? Yes \_\_\_\_\_ No \_\_\_\_\_

Will there be alcoholic beverages served? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, you must apply for a special One Time Occasion Permit from the NC Alcoholic Beverage Control Commission)

Name of Catering Service \_\_\_\_\_ Phone# \_\_\_\_\_

ROOM (S) Requested \_\_\_\_\_ Date \_\_\_\_\_ Day of Week \_\_\_\_\_

Time (s) Requested \_\_\_\_\_

Special equipment needed such as Audio/Visual, Microphone, and etc. (Additional charges may apply):  
Special Request: \_\_\_\_\_

**PLEASE SPECIFY ROOM SET UP ONE WEEK PRIOR TO DATE OF RENTAL.**

I accept the responsibility for any default in the contract agreement, and will abide by the rules and regulations as set fourth in the contractual agreement.

\_\_\_\_\_  
Signature of Authorized Applicant

\_\_\_\_\_  
Date of Acceptance

***Note:*** A non-refundable deposit of 1/3 of the total rental fee is at the time of application to guarantee availability of the time and space requested. This fee will be deducted from the total cost of rental. Use of the main level will be charged a \$150 Maintenance Fee. Cancellations must be in writing at least 30 (thirty) business days prior to the date of your scheduled event. Any cancellations made after that time will forfeit any and all deposits/fee paid. All contracts are to be signed and all payments are to be made a minimum of 30 (thirty) days prior to all events (unless otherwise approved).

FOR OFFICE USE ONLY						
Fees	Payments Made	Amount	Total Due	Date Paid	Initial	Check #
Rental Costs: \$_____	1st Payment	_____	_____	_____	_____	_____
Security: _____	2 <sup>nd</sup> Payment	_____	_____	_____	_____	_____
Maintenance Fee: _____	3 <sup>rd</sup> Payment	_____	_____	_____	_____	_____
Reservation Fee: <u>\$50.00</u>						
Others: _____						
			<b>Date Paid in Full:</b> _____			
<b>Total Due:</b> _____						