

APPLICATION FOR FACILITY RENTAL

HAYTI HERITAGE CENTER – PERFORMANCE HALL

Date: _____ Date(s) Requested for Rental: _____

Name of Authorized Applicant _____

Name of Organization _____

Mailing Address _____

City/State/Zip Code _____

Daytime Phone _____ Evening Phone _____ Email _____

Type of Activity/Event _____

Number of Guests Expected _____ Will admission be charged? Yes _____ No _____

Will alcoholic beverages be served? Yes _____ No _____ *(If yes, you must apply for a special One Time Occasion Permit from the NC Alcoholic Beverage Control Commission and provide us a copy)*

Catering Service Contact Name: _____ Phone# _____

Additional Room(s) Requested _____ Date(s) _____ Day of Week _____

Time (s) Requested _____

Special Equipment Requested (Audio/Visual, etc.) - Additional charges apply for technical operations. Additional charge of \$40 per hour. Client must contact Technical Director within 48 hours of booking at 919-260-1507 or jp@hayti.org -

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

I accept responsibility for any default in the contract agreement and will abide by the rules as set forth therein

Signature of Authorized Applicant

Date of Acceptance

***Note:** A non-refundable reservation fee of \$100 is due at the time of application to guarantee time and space requested. An additional, refundable deposit may be required prior to the event. Cancellations must be in writing at least thirty (30) business days prior to the date of the scheduled event. Final payment is due ten (10) days prior to scheduled event unless otherwise approved by management. 50% of rental fee refunded for cancellations less than 30 days from event; 25% of rental fee refunded for cancellations less than 15 days from event; rental fee will be forfeited for cancellations less than 10 days from event.*

FOR OFFICE USE ONLY						
Fees	Payments Made	Amount	Total Due	Date Paid	Initial	Check #
Rental Costs: \$ _____	1st Payment	_____	_____	_____	_____	_____
Security: _____	2 nd Payment	_____	_____	_____	_____	_____
Maintenance Fee: _____	3 rd Payment	_____	_____	_____	_____	_____
Reservation Fee: \$100.00 _____						
Technician Services: \$ _____ (Client agrees to pay any additional requested services not included here)						
Total Due: _____			Date Paid in Full: _____			
For groups of 150 or more Client may be required to retain security for the event						