

**APPLICATION FOR FACILITY RENTAL  
HAYTI HERITAGE CENTER  
804 OLD FAYETTEVILLE STREET – DURHAM, NC 27701**

**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 provided? \*\* Yes \_\_\_\_\_ No \_\_\_\_\_ *(If yes, you must provide us a copy of your One Time Occasion Permit obtained from the NC Alcoholic Beverage Control Commission)*

Catering Service Contact Name: \_\_\_\_\_ Phone# \_\_\_\_\_  
*(an outside catering service is allowed, but no cooking permitted on site)*

ROOM(S) Requested \_\_\_\_\_ Date(s) \_\_\_\_\_ Day of Week \_\_\_\_\_  
*(decorations are permitted, but cannot be affixed to walls or ceilings; existing art exhibits will not be moved, covered or altered)*

Time (s) Requested: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM. Your event begins at: \_\_\_\_\_ AM/PM and ends at: \_\_\_\_\_ AM/PM  
*(times requested include set up and break down if applicable; otherwise your event begins and ends as indicated)*

-Hayti offers round and rectangular tables, and chairs, as part of your rental.

-Additional charge of \$45 per hour applies for technical operations involving audio/visual and lighting. **Client must contact Technical Director within 48 hours after booking the event at 919-260-1507 or [jp@hayti.org](mailto:jp@hayti.org)** –

-Use of portable projection screen and/or projector available for additional charges and also require fully refundable deposit(s).

**PLEASE PROVIDE A DIAGRAM OR DETAILS OF YOUR ROOM(S) SET UP NO LATER THAN ONE WEEK PRIOR TO DATE OF RENTAL. ANY SUBSEQUENT CHANGES OR MODIFICATIONS TO SET UP MUST BE APPROVED BY HAYTI RENTAL COORDINATOR PRIOR TO DATE OF EVENT**

**I have read and will abide by the rules set forth in this contract agreement, and accept responsibility for any default therein.**

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

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

\_\_\_\_\_  
Authorized Staff Initials

***Note:*** A non-refundable reservation fee of \$50 is due with the application to guarantee time and space requested. An additional, refundable deposit may be required prior to the event. If client cancels in writing within 30 days of event 50% of rental fee will be

*refunded; within 15 days of event 25% of rental fee will be refunded. Cancellation within 10 days of event will result in forfeiture of rental fee. Final payment of fee for event is due no less than 10 days before the event.*

**FOR OFFICE USE ONLY**

<b>Fees</b>	<b>Payments Made</b>	<b>Amount</b>	<b>Total Due</b>	<b>Date Paid</b>	<b>Initial</b>	<b>Check #</b>
Rental Costs: \$ _____	1st Payment	_____	_____	_____	_____	_____
Security: <b>\$120.00**</b>	2 <sup>nd</sup> Payment	_____	_____	_____	_____	_____
Other: _____	3 <sup>rd</sup> Payment	_____	_____	_____	_____	_____
Reservation Fee: <b>\$50.00</b>	Technician Services: <b>\$ 45/hr</b> (Client agrees to pay any additional requested services not included here)					
<b>Total Due:</b> _____	<b>Date Paid in Full:</b> _____					

**\*\*Client may be required to retain security for the event\*\***

Thank you for choosing the Hayti Heritage Center for your event. We appreciate your support and strive to make your experience smooth and pleasant. Please contact us at 919-683-1709, [pwhitted@hayti.org](mailto:pwhitted@hayti.org) or [info@hayti.org](mailto:info@hayti.org) if you have questions or need additional information. Our fax is 919-682-5869. Also, visit us at [hayti.org](http://hayti.org) and follow us on facebook and twitter.

\_\_\_\_ Please add me to your newsletter database. My email address is \_\_\_\_\_  
(if different from what is listed above).

The mission of Hayti is preserving and advancing the heritage and culture of historic Hayti and the African American experience through programs that benefit the broader community locally, nationally and globally.

*We love this place!*

