

**APPLICATION FOR FACILITY RENTAL
HAYTI HERITAGE CENTER – PERFORMANCE HALL
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)

Additional 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 of booking at 919-260-1507 or jp@hayti.org** –
- The Performance Hall contains a projector and screen. Use of a portable projector and/or screen is 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 as 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 \$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: <u>\$120.00**</u>	2 nd Payment	_____	_____	_____	_____	_____
Maintenance Fee: _____	3 rd Payment	_____	_____	_____	_____	_____
Reservation Fee: <u>\$100.00</u>						
Technician Services: <u>\$45/hr</u> (Client agrees to pay any additional requested services not included here)						
Total Due: _____		Date Paid in Full: _____				
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 or info@hayti.org if you have questions or need additional information. Our fax is 919-682-5869. Also, please visit us at 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 on the rental agreement).

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!

