**ATTACHMENT A TO EXHIBIT A**

**TO FACILITIES USE AGREEMENT**

**North Carolina Division of Historic Sites and Properties**

Rental Rates

Rentals During Operating Hours (Tuesday – Saturday, 9:00 a.m. – 5:00 p.m.)

During operating hours, the museum remains open to the public and normal business proceedings. Initial rates are for one-hour blocks. An additional fee is listed per hour after that.

$50.00 A/V Room and Lobby—The A/V room can be closed off for rentals/meetings. Refreshments are permitted. $25 for each additional hour.

$75.00 First Floor Museum or Mezzanine—Permission to use exhibit space during operating hours will be based on the description of the activity. It must not interfere with normal museum operations (not block exhibits or visitors). $50 for each additional hour.

Rentals After Hours

CSS Neuse Museum staff must be present for all after-hour rentals. Initial rates are for one-hour blocks.

$50.00 A/V Room and Lobby – Refreshments permitted. $50 per additional hour.

$200.00 Museum and Lobby - $200 per additional hour.

$100.00 (Non-Profit Rate) Museum and Lobby - $100 per additional hour.

Security Deposit

All rentals are subject to a $250 security deposit that must be paid when booking. After the rental, the staff will assess damages to the facility, and the deposit will be returned in part or full.

***NOTE: Site management must approve any use of the site after 10pm at the time of booking the rental.***

**Security Deposits and Down Payment**

A security deposit is required for all rentals. This is to be $250 and is **due to book the date**. The security deposit will be returned if renter adheres to terms of contract and no damage is caused by rental party. Damage includes but is not limited to: trash left on premises, destruction or damage to historic structures, destruction, or damage to fencing and/or walkways, damage to visitor shelter, damage or destruction visitor center and restrooms, damage caused to any site structure/feature by vendors, and any type of disturbing of the grounds.

A down payment is required to reserve rental space. This is non-refundable and is part of the fee itself. The down payment is 50% of total rental rate. Rental reservation will not be completed until security deposit and down payment are submitted. The remainder of the total rental fee is due at least 15 days before the event. Failure to pay remainder of fee by this date will result in the cancellation of scheduled event. Rental fee/deposit must be paid with check, money order, or cash.

Please note that because Security Deposits are processed differently from rental fees, we require all Security Deposits to be made separately to our support group, *CSS Neuse Gunboat Association, Inc.* This allows for speedy return of your Security Deposit following the event. The deposit may be paid by check, money order, cash, or credit card (Visa, Master Card, or Discover).

**Check Recipients**

If you wish to pay by check when booking an event at the *CSS Neuse Civil War Interpretive Center*, please make out the check for the event to the *State of North Carolina/Department of Cultural Resources*. All checks for Security Deposits are to be made out our support group, *CSS Neuse Gunboat Association, Inc.*

**STATEMENT OF GENERAL TERMS & CONDITIONS**

**1) Permission for Special Events**

Anyone wishing to hold an event must complete a contract at least 15 days prior to the rental. The location of the activity/ceremony/reception and all equipment needs for the event must be approved by the site rental coordinator. **No activity will be considered as an approved event until final approval is given by the site rental coordinator.**

**2) Cancellations and Return of Deposit and Down Payment**

A written notice of cancellation must be provided at least **45 days prior** to the event to receive a refund of down payment and security deposit. All paid fees will be refunded if an event must be cancelled due to the site being closed for severe weather or other conditions beyond the control of site personnel.

**3) Site Hours and Public Access**

The site is open to the public 9:00 am until 5:00 pm Tuesday through Saturday. Event rentals may be held during these hours, but the site will remain open to the public, and events and activities may not restrict public access to the site. Special events may be held after 5:00 pm Tuesday through Saturday and on Sundays and Mondays from 9 a.m. to 9 p.m. **All after hours events must be concluded, and all participants must vacate grounds by 10:00 pm. Failure to do so will result in forfeiture of security deposit.**

**4) Restricted Activities and Areas**

The permitted party is responsible for preventing guests from the following activities:

1) Sitting on exhibit cases/displays.

2) Setting food or drinks on exhibit cases/displays

3) Picking up or removing artifacts from exhibit.

4) Entering any areas that are roped off by staff or have access restricted by fences/gates.

The permitted party is responsible for any damages that result from any of the above activities, or the breaking of any other North Carolina Historic Sites regulations (please see listed regulations on page 6). **Failure to do so will result in forfeiture of security deposit.**

**5) Alcohol**

**Alcohol may not be consumed on the site before 5:00 pm.** It may be permitted after 5:00 pm for afterhours rentals. All distribution, possession, and consumption of alcohol on the site must be in accordance with state ABC laws, and rental party will be asked to supply a copy of liquor license /limited special occasion permit to site rental coordinator prior to reception. All consumption of alcoholic beverages must only take place in designated reception areas. **Only beer and wine are allowed to be served on-site.** I**f any guest or member of the rental party is found consuming alcohol before 5:00pm, security deposit will be forfeited, and individuals found consuming alcohol will be asked to leave the premises. Red wine is NOT permitted in the carpeted areas of the museum, including the A/V Room and the Mezzanine. If spills do occur in carpeted areas a cleanup fee will be deducted from the security deposit.**

**An off-duty security guard is recommended for any rental event with more than 50 guests. If an event has 100 guests or more, an off-duty security guard must be hired. The CSS *Neuse* Civil War Interpretive Center is not responsible for providing security for after-hour rentals.**

**6) Material Needs, Set Up, and Clean Up for Special Events**

The site provides the venue only. All other needs such as chairs, tables, etc. must be supplied by the party hosting the event or outside vendors. The set up and cleanup of these materials is also the responsibility of the party hosting the event. **Renting party is responsible for all clean up directly after event; it is not the responsibility of site staff to clean up debris/trash from the event. Failure of the renting party to clean up trash/debris after event will lead to forfeiture of security deposit. All equipment and materials must be removed from the site by 5:00 pm on the first working day following the event.**

**7) Decorations and Equipment Set Up**

Decorating in the exhibit area is limited. Site staff will explain these limitations prior to reservation. **Due to fire hazard, no open flames are allowed in the museum. Decorations with glitter are not permitted.** All set up arrangements must be approved at the time the permit is applied for and/or no later than when the permit is approved. No changes to set up will be allowed after that time, unless approved by the site rental coordinator.

**8) Greeting Outside Vendors and Guests**

A representative of the party hosting the event must be present to greet and direct vendor set up and guests. Please plan accordingly. **This is not the responsibility of site staff**.

**9) Kitchen Facilities**

The site does have a kitchen, but it is not fully equipped. There is a stove, microwave, refrigerator, sink, and coffee maker. We do not have warming/serving dishes or utensils, so please plan accordingly.

**10) Restroom Facilities**

The site’s restrooms will remain open for the duration of your event. While site staff will be on-hand to patrol restrooms in case of emergency, cleanup of restroom facilities is the responsibility of the party hosting the event.

**11) Electricity**

Electricity is available for events but drop cords and surge protectors are the responsibility of the party hosting the event.

**12) Vehicles**

A staff member will discuss parking needs and areas where vehicles are permitted prior the event.

**I agree to abide by the above terms and conditions for holding a special event at the CSS Neuse Civil War Interpretive Center.**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**