

Beaufort Historical Association, Inc.

150 Turner Street Beaufort, North Carolina 28516-0363
(252) 728-5225 or (800) 575-7483 or Fax: (252) 728-4966

e-mail: officemanager@beauforthistoricsite.org

www.beauforthistoricsite.org

Applicant: _____
Name Phone Number

Address

Email Address

Wedding Planner: _____
Name Phone Number Email Address

Occasion (wedding, etc.): _____ Date: _____ Time: _____

Length of event: _____ How many people? _____

I have read the rules and guidelines for the use of the Beaufort Historic Site. I agree to comply with these rules and accept full responsibility, if any of these guidelines are not met.

Make check payable to: Beaufort Historical Association, 150 Turner St., Beaufort, NC 28516.

Signed: _____ Date: _____
LEASEE

Accepted: _____ Date: _____
BHA Representative

For office use only:

Deposit	\$ _____	Received _____	
Security	\$ _____	Received _____	Mailed _____
Balance Paid	\$ _____	Received _____	
Total	\$ _____	Received _____	

Revised 1/14

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**Guidelines for Use of the
BEAUFORT HISTORIC SITE**

1. Lessee must be a current member of the Beaufort Historical Association
2. A fee of **\$1,000.00** is charged for use of the grounds:
 - a. **Deposit of \$300 must be made at time of reservation of the grounds.**
 - b. **The balance of the bill (\$700) must be paid in full thirty (30) days before the event takes place.**
 - c. Monies may be refunded up to one month before the scheduled event with the exception of a \$100 processing fee.
3. A **permit** is required from the Town Hall for outdoor entertainment and is the responsibility of the Lessee. It must be acquired at least seven (7) days before the event and costs \$30.00. (Beaufort Town Hall: 252-728-2141).
4. If alcoholic beverages are served on the grounds, an off-duty police officer is recommended, but not required.
5. Caterers will be responsible for setup, clean up, and garbage disposal. We will have containers available.
6. Event must be over by 10:30 pm and clean up completed by 11:00 pm.

Rental arrangements are to be made with Molly Willis, Site Manager or Patricia Suggs, Executive Director