

Beaufort Historical Association, Inc.

150 Turner Street Beaufort, North Carolina 28516-0363

(252) 728-5225 Fax: (252) 728-4966

e-mail: BHAeducation@outlook.com

www.beauforthistoricsite.org

Applicant: _____

Name		Phone #
Address		
Email Address		

Wedding Planner: _____

Name	Phone Number	Email Address
------	--------------	---------------

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

Length of event: _____ How many people? _____

Tent Company: _____

Phone # _____

Caterer: _____

Phone # _____

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 _____	
Manson House	\$ _____	Received _____	Mailed _____
Balance Paid	\$ _____	Received _____	
Total	\$ _____	Received _____	

Revised 10/18

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

1. Lessee must be a **current member** of the Beaufort Historical Association
2. A fee of **\$1,500.00** is charged for use of the grounds:
 - a. **Deposit of \$500 must be made at time of reservation of the grounds.**
 - b. **The balance of the bill (\$1000) must be paid in full thirty (30) days before the event takes place.**
 - c. **If Manson House Garden at 125 Turner St is used, there is an additional \$500 charge.**
 - d. Monies may be refunded up to one month before the scheduled event with the exception of a \$100 processing fee.
3. A **tent permit** is required from the Town Fire Department. **Your tent rental company should take care of this for you. It must be acquired at least seven (7) days before the event and costs \$50.00.**
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. **The Town of Beaufort's noise ordinance requires all bands/music/DJ's to be done by 10:00 pm.**
7. Event must be over by 10:30 pm and clean up completed by 11:00 pm.