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

BUS RENTAL AGREEMENT

Thank you for scheduling the English Double Decker bus for your event. Please check the details below for accuracy. **A deposit of $175 is required to hold your reservation**, and this deposit is applied to the total rental price which is **$300** per hour. Sign one copy and return to the Beaufort Historical Association along with your deposit. We advise you to make a copy for your records. **We do need your deposit and confirmation as soon as possible to hold your reservation. The balance must be paid in full at least one week prior to the event.** If any of your details need to be changed or if you need to cancel, please notify the Beaufort Historical Association immediately. If a cancellation is made prior to two weeks before the event, a refund of $50 will be mailed to you. If cancellation is later, a refund will not be issued.
Please make sure you read the Bus Charter Policy (attached)
We look forward to helping you with your event! If you have further questions, please give us a call.

Patricia Suggs
Executive Director
patricia@beauforthistoricsite.org
252-728-5225

Denise Finley
Operations Manager
bhaeducation@outlook.com
252-728-5225

How did you hear about the Beaufort Historic Site: _____**?**

Date of Event: _____ Time Range Needed: _____**to**_____

Requested use of Bus: _____

_____

Renter: _____ Phone: _____E-Mail :_____

Contact Name and # for Day of Event: _____

Address: _____

Expected # of passengers (70 max): _____# of Trips:_____

TOTAL DUE: _____

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

Authorized by:
Signature _____ Date _____
(return signed copy to Beaufort Historical Association and retain one copy for your files)

Internal Use: Date Taken _____ By Whom _____
Entered in Master _____
DEPOSIT REC'D _____ BALANCE AFTER DEPOSIT _____

Beaufort Historical Association
Policy on Chartering the Double-Decker Bus

The primary use of the bus is to help the Beaufort Historical Association (BHA) achieve its mission of interpreting the cultural, architectural, and historical heritage of Beaufort and Carteret County, and to interest and educate current and future generations of this heritage. Toward this end, the bus is used mainly for regularly scheduled and special historic tours of Beaufort. **It will accommodate up to 72 passengers.**

At the discretion of the Executive Director, the bus may be rented, with or without charge, for uses other than for tours of Beaufort. Examples include transportation for BHA events, weddings, Boys and Girls Club events, and holiday parades. The following constraints on such use of the bus are intended to ensure passenger safety, to limit exposure to liability, and to help insure that the bus is used to achieve the mission of BHA.

- The rental agreement, signed by the charters and the Executive Director, must state that no alcohol consumption is permitted on the bus.
- If the date, time of day, or route of the charter is such that no driver or conductor may volunteer to take the run, then a driver and conductor must be secured before asking the client to sign the contract.
- The driver, with the conductor's help, is responsible for the safety of the passengers. The driver may alter the route or call off the ride if there are safety concerns. This includes unruly passengers and passengers consuming alcohol while on the bus.
- In case of an emergency, the driver should refer to the emergency check list in the folder to the left of the driver's seat. This will include a backup plan for the safe transport of all persons on the bus to their destinations.
- A conductor must be aboard during all charters. In addition to signaling the driver of danger when backing, the conductor is to ensure that no passenger endangers themselves or others.
- The bus must remain in Beaufort; it cannot go over bridges.
- At the beginning of each charter, an announcement must be made advising passengers that no alcohol may be consumed while on the bus, that they are to remain seated while the bus is in motion, and to refrain from reaching for any object outside the bus.
- Our driver and conductor are volunteers. Tips are appreciated.
- Please note that our driver and conductor are volunteers, please do not exceed your allotted rental time unless approved. Anything 30 minutes or over will receive an additional charge.