

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 \$200 is required to hold your reservation**, and this deposit is applied to the total rental price which is **\$350** per hour plus an additional \$100 gratuity for our volunteers who give of their time for your bus trip. 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 less than a month before the event, your deposit will go as a donation to the Beaufort Historical Association. 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

Shelly Brannan
Operations Manager
bhaeducation@outlook.com
252-728-5225

EVENT & RENTAL INFORMATION:

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

Requested use of Bus: _____

Number of Trips: _____ Expected # of passengers (60 max): _____

1st Pick-up Location: _____ Pick-up Time: _____

1st Destination: _____ Drop-off Time: _____

2nd Pick-up Location: _____ Pick-up Time: _____

2nd Destination: _____ Drop-off Time: _____

DAY OF CONTACT INFORMATION

Day of Contact Person: _____ *Our Bus Driver will need to be able to reach them*

Day of Contact Phone(s): _____

If you will be using a Wedding Planner, please provide their contact information as well:

RENTER INFORMATION:

Renter : _____ Phone : _____ E-Mail : _____

Mailing Address: _____

TOTAL DUE FOR RENTAL: _____

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)

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

Internal Use: Date Taken _____ By Whom _____
Entered in Master _____

DEPOSIT REC'D _____ BALANCE AFTER DEPOSIT _____

PAID IN FULL ___ yes ___ no DATE PAID IN FULL _____

**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 60 passengers.**

- 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 over and above the \$100 fee.
- 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.