Beaufort Historical Association, Inc.
150 Turner Street Beaufort, North Carolina 28516-0363
(252) 728-5225
e-mail: officemanager@beauforthistoricsite.org
www.beauforthistoricsite.org

Applicant: _____
Name Phone

_____
Address

_____
Email Address

Contact Name and # for Day of Event: _____

Wedding Planner: _____
Name Phone Number Email Address

How did you hear about us? _____

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 _____	
Security	$_____	Received_____	Mailed_____
Balance Paid	$_____	Received_____	
Total	$_____	Received_____	

Guidelines for Use of the
BEAUFORT HISTORIC SITE

1. Leasee must be a **current member** of the Beaufort Historical Association
2. A fee of **$2,000.00** is charged for use of the grounds:
   a. **Deposit of $700 must be made at time of reservation of the grounds.**
   b. **The balance of the bill $1,300 must be paid in full thirty (30) days before the event takes place.**
   c. **If the Manson House Garden at 125 Turner St is used, there is an additional $700 charge.**
      Deposit for Manson is $250
   d. **You may rent BOTH venue spaces for a combined fee of $2,700**
   e. **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. One must get approval from the Executive Director for the tent to be on the grounds longer than two days before and after your event. **Call (252) 728-5225.**

5. There will be an additional fee of $50 for using a dance floor on the grounds. It is extremely damaging to the grass on our grounds and requires repair.

6. Please respect our grounds. There will be an additional charge (determined by significance) for any damage to the inside or outside of our property.

7. If alcoholic beverages are served on the grounds, an off-duty police officer is recommended but not required. We also recommend designating someone to serve alcoholic beverages. For example, someone who works for your caterer.

8. Caterers will be responsible for setup, clean up, and garbage disposal. **All garbage must be bagged and removed by the end of the event.** If you do not have caterers, you are responsible for the disposal by 11:00pm. **There will be a fine of $200.00 for not removing garbage at the end of your event.**

9. **The Town of Beaufort's noise ordinance requires all bands/music/DJ's to be done by 10:00pm.**

10. Event must be over by 10:30 pm and clean up completed by 11:00 pm.

11. No buildings are available for use during the event EXCEPT Bell House kitchen.