

# RECEPTION HALL APPLICATION AND CONTRACT

## WEDDING RECEPTIONS, FAMILY REUNIONS OR PRIVATE PARTIES

*The Elizabethan Gardens, Inc.*  
1411 National Park Drive  
Manteo, NC 27954  
Phone: (252) 473-3234 Fax: (252) 473-3244  
e-mail: weddings@elizabethangardens.org

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Alternate: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

### Reception Hall Rental Rates :

Refundable Security Deposit	\$150.00	\$ <u>150.00</u>
Full Day	\$ 1,000.00 (Regular Operating Hours)	\$ _____
Evening Event	\$1,500.00 (After regular operating hours)	\$ _____
Tent	\$ 500.00	\$ _____
Rose Garden	\$ 250.00	\$ _____

Payments:                      50% Non-refundable Deposit                      \$ \_\_\_\_\_

    Balance Due  
    (30 Days Prior to Event)                      \$ \_\_\_\_\_

I understand that if serving alcohol at this event, it is my responsibility to provide The Elizabethan Gardens with the required documentation of permits and/or licenses as listed in the Reception Hall Policy. I also understand and agree to abide by all Reception Hall Policies and Regulations as described in the attached policy.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

## Reception Hall Clean-Up

- **It is the responsibility of the rental party to leave the facilities in the same condition as found. Please report any discrepancies found prior to the event. Neglecting to follow any of these procedures may result in forfeiture of all or part of your deposit.**
- Empty ice on gravel driveway, not in sinks or on plants, please.
- Carefully remove all decorations
- Stack chairs (12chairs/stack) and return to closet
- Clean and fold all tables. Return to closet.
- Clean any spills on floor.
- Vacuum hallway.
- Clean & wipe countertops, stovetop, oven, and sink area.
- Sweep kitchen and reception area floors.
- Bundle trash in bags and place in black cans on back porch. Please secure lids tightly.
- Tent and Rose Garden are to be cleared and cleaned if used.
- Report any broken chairs, tables or other damages incurred to staff.

# RECEPTION HALL POLICY

## PROCEDURE FOR BOOKING RECEPTION HALL

1. All reservations for Reception Hall use must be made through the Executive Director. When making your reservation you must set the date and time for your event. Application for the use of the building must be made in writing.
2. A 50% non-refundable deposit is required to reserve the Reception Hall. The reservation is considered confirmed when the required deposit has been received and accepted. If damages are found, additional charges may be incurred to make repairs as needed.
3. Full payment must be received no less than 30 days prior to the event.

## GUIDELINES FOR USE OF RECEPTION HALL

1. The maximum number of people allowed in the Reception Hall is 100.
2. The staff of the Elizabethan Gardens will make every effort to provide the rental party/decorators/caterers adequate time to set up, however, access to the Reception Hall can only be guaranteed 1 hour prior to the event.
3. In the event you plan to use a caterer for your event, the caterer must have adequate property damage and liability insurance for the protection of the rental party. If alcohol is served, the caterer must have all appropriate permits and proof of liquor law liability insurance. *This documentation must be copied and provided to The Elizabethan Gardens one week prior to the event or the event will be cancelled. See complete Alcohol Policy below for details.*
4. Rental of Reception Hall includes the use of the kitchen, 12 six-foot folding tables, and 100 molded dark green plastic chairs. Use of the conference room is not included when renting the Reception Hall.
5. The set-up, arrangement, takedown and storage of these tables and chairs are the responsibility of the rental party or caterer. Any additional tables and chairs are the sole responsibility of the rental party or caterer.
6. The set-up and delivery of all floral arrangements, decorations, tableware, linens, glassware, and all other accessories are also the responsibility of the rental party or caterer. Caterers, floral designers and other service staff can be provided access through the service gate with prior notification.
7. The rental party or caterers are responsible for all setup and cleanup. It is the obligation of the rental party or caterer to leave the facility in the same condition as found. All or a portion of the security deposit will be retained should the rental party or caterer fail to honor these regulations.

## ADDITIONAL RULES AND REGULATIONS

*All events must take place during the regular operating hours of the Elizabethan Gardens.*

1. No smoking is allowed in the Reception Hall facility or anywhere in The Elizabethan Gardens.
2. Musical entertainment is allowed but must not be amplified beyond the Reception Hall interior.
3. No political or religious events are allowed. No fund raising events are permitted except for the sole benefit of the Elizabethan Gardens.
4. The rental party will be responsible for all costs incurred for catering, decorations, and entertainment.
5. Nothing may be attached to the walls or ceiling except where such attachments are specifically provided.
6. The rental party agrees to assume responsibility for any injury to persons attending the event. The rental party is also responsible for the loss of any personal property resulting from the action or inaction of guests. The rental party agrees to assume responsibility for any damage to building or gardens caused by anyone attending or present on the premises as a result of the event.
7. The Executive Director must approve any variances from the above policies in advance.

## ALCOHOL POLICY

1. Alcoholic drinks (limited to beer, wine and champagne) are allowed. Licensed and insured caterers may serve alcohol. They should have a State ABC permit, Federal Alcohol License and a Dare County license if required. If the rental party decides to serve alcohol they must obtain a special one-time use ABC permit from Alcohol Law Enforcement and secure appropriate insurance coverage. No liquor or mixed drinks are allowed.
2. Any arrangements made for the serving of alcoholic beverages must comply with all state and local ordinances, licenses, and laws. Observations of violations by staff of the Elizabethan Gardens will require the party to stop serving all alcohol immediately. The rental party must strictly adhere to all alcohol laws and serve alcohol responsibly.
3. If you intend to serve alcoholic beverages at your function without the services of a full service caterer you must obtain liquor law liability insurance (special events policy) with a minimum limit of \$2,000,000 naming the Elizabethan Gardens Inc. as the insured party.
4. You must provide a copy of the required permits and/or licenses to The Elizabethan Gardens one week prior to your event or the event will be cancelled.

*Alcohol may only be consumed within the Reception Hall Building.*

**I UNDERSTAND AND AGREE TO THE ATTACHED GUIDELINES. I UNDERSTAND THAT NON-COMPLIANCE TO THE GUIDELINES, FAILURE TO CLEAN UP AFTER OUR EVENT AND/OR DAMAGE INCURRED TO THE GARDENS IS MY RESPONSIBILITY. NON-COMPLIANCE WILL RESULT IN PART OR ALL OF MY SECURITY DEPOSIT NOT BEING REFUNDED. AN ITEMIZED STATEMENT AND RECEIPT WILL BE MAILED.**

\_\_\_\_\_  
CARD TYPE/NUMBER

\_\_\_\_\_  
EXPIRATION DATE

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
DATE