

Reception Hall Rental Policy

Non-profit/Educational/Government Entity

PROCEDURE FOR BOOKING RECEPTION HALL

1. All reservations for Reception Hall use must be made through the Executive Director. Date and time of event must be set when making reservation. 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 for your event. The reservation is considered confirmed when the required deposit has been received and accepted.
3. Full payment must be received 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 adequate time to set up, however, access to the Reception Hall can only be guaranteed 2 hours 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, and take down/storage of these tables and chairs is 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 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 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 should 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.

RECEPTION HALL APPLICATION AND CONTRACT

Non-Profit /Educational/Governmental Organizations

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

Organization: _____

Address: _____

Contact Person: _____

Telephone#: _____ Alternate #: _____

E-Mail: _____ Date of Event: _____

Time Event Begins: _____ Time Event Ends: _____

Reception Hall Rental Rates: All rates are for full day rental unless otherwise noted

Groups up to 25	\$150.00	\$ _____
Groups up to 50	\$200.00	\$ _____
Groups up to 75	\$250.00	\$ _____
Groups up to 100	\$300.00	\$ _____
Tent	\$250.00	\$ _____
Rose Garden	\$250.00	\$ _____
Total		\$ _____

I understand that it is our responsibility to set up and take down any tables or chairs used for our meeting. I also understand that failure to clean up afterward or any damage done by us to the facility will result in a financial obligation to The Elizabethan Gardens to repair all damages and/or prohibit future use of the facility by our group.

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: _____