

HALYBURTON PARK EVENTS CENTER GENERAL POLICIES

Philosophy

The Halyburton Events Center is open to the public for use through a license agreement. The events center is a facility operated for the meeting and recreational needs of the citizens of Wilmington and surrounding communities.

In determining approval of an application to use the events center, the following criteria may be taken into consideration:

- Nature and character of the proposed event
- Potential damage to the facility

Booking Policies

All potential users shall complete an application/inquiry form for use in order to be considered for booking. The inquiry form will include name, dates, and type of event. If the application is approved, 50% of the user fees must be paid at time of reservation and a license agreement executed in order to reserve particular date(s) at the facility. This payment is non-refundable. The final payment must be received 15 days prior to the contracted event date and is non-refundable. The \$300 refundable clean-up damage deposit is also due 15 days prior to contracted event.

At the time the nonrefundable fee is received, a license agreement will be prepared. Original contracts will be arranged and executed by the City's Parks and Recreation Division and will include user fee information, event date, facility contact information, exact event requirements with regard to equipment, facility use restrictions, and any other special notes regarding the event.

The events center may be used during any day of the week or weekend between the hours of 8 a.m. until 11 p.m. If you would like to view the facility please call 341-0075 to schedule an appointment.

Fees

Costs vary depending upon the nature of the user. Users are identified as nonprofit groups or private/profit groups. **Nonprofits** must be able to produce proof of such designation, such as the organization's 501-C (3) number. **Private/profit** groups include weddings, receptions, reunions, government agencies, or community benefit groups.

Nonprofit	\$240 four-hour block, \$60/hr. each additional hour Plus deposits*, plus a \$20/hr. attendant fee before or after regular building hours
Private/profit	\$475 four-hour block, \$100/hr. each additional hour Plus deposits*, plus a \$20/hr. attendant fee before or after regular building hours

*\$100 refundable clean-up deposit and a \$200 refundable damage deposit are required.

Business	\$50/hr (two-hour minimum) or daily \$300/eight hours M-F 8am – 5pm A \$100 clean-up deposit is required
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Food/Beverage

Food or beverages, if desired, must be provided by the licensee. Alcoholic beverages are permitted at the event center only.

Entertainment

Musical groups or disc jockeys are permitted. The licensee is requested to consider the surrounding residential area when planning musical entertainment. In the case of outdoor entertainment, the licensee shall be subject to the general prohibitions of the City's noise ordinance. Any noise or activity that constitutes a disturbance to occupied neighboring property is subject to enforcement if the noise exceeds levels set forth in the City's ordinance.

Cancellation of an event

If an event is cancelled by the City due to inclement weather or other state of emergency, a date mutually agreed upon between the City and licensee will be scheduled for the event at no additional charge. If no mutually agreed upon date can be reached, the City will refund all of the user fees to the licensee. If the licensee cancels the event with less than two weeks notice, no refunds will be provided on user fees and only the clean up and damage deposit will be refunded. In the event of a cancellation, it will be the responsibility of the licensee to make all necessary arrangements to notify the group or public of the details of the cancellation, including contacting the media if applicable.

Prohibited Equipment/Facility Modifications

Permanent alterations of the facility in any way, including adjustments to electrical power or modifications to the center, deck area, natural area, restrooms and kitchen area, are prohibited.

Facility Clean-up

Any clean-up task not completed to the satisfaction of the LICENSOR will result in the forfeit of the entire \$100 clean-up deposit. A check list will be completed by the LICENSEE and LICENSOR at the termination of the event. If all tasks are not completed by the event ending time or attendees have not vacated the park by the event ending time, the party will be charged for an additional two hours which may be deducted from the clean-up and/or damage deposit.

**Halyburton Park Events Center
Clean Up Checklist**

All items on the check list must be completed and approved by park staff. Any task not completed to satisfaction will result in the forfeit of the entire \$100 clean up deposit. If all tasks are not completed by the event ending time or attendees have not vacated the park by the event ending time, the party will be charged for an additional two hours which may be deducted from the clean-up and/or damage deposit.

- **FURNITURE**

- ___ chairs and tables clear of wax, paint, etc.
- ___ chairs and tables put away in storage and kitchen

- **SWEEP** all areas used by lessee, this includes:

- ___ private bathrooms
- ___ kitchen
- ___ event room
- ___ back-patio

- **CLEAN COUNTERS**

- ___ event room
- ___ kitchen
- ___ private bathrooms

- **TRASH**

- ___ take all trash generated by the lessee to the dumpster
- ___ place new trash bag in trash cans

- **KITCHEN**

- ___ wipe down stove
- ___ refrigerator empty, clean
- ___ microwave clean
- ___ mop floor

- **PARKING LOT**

- ___ trash left by attendees is picked up

- **OUTDOOR PATIO AND LAWN**

- ___ pick up all cigarettes generated by event
- ___ pick up all trash generated by the lessee and take to the dumpster (includes flowers, ice, etc.)

I verify that the above tasks were completed and the attendees were vacated by the event ending time of _____.

CITY OF WILMINGTON, LICENSOR

BY: _____
Date

LICENSEE

BY: _____
Date

Sample Layouts for Halyburton Events Center

Tables: 8 – 5' Round 2 - 8' Banquet 12 – 18" x 6' Seminar (Rectangle)

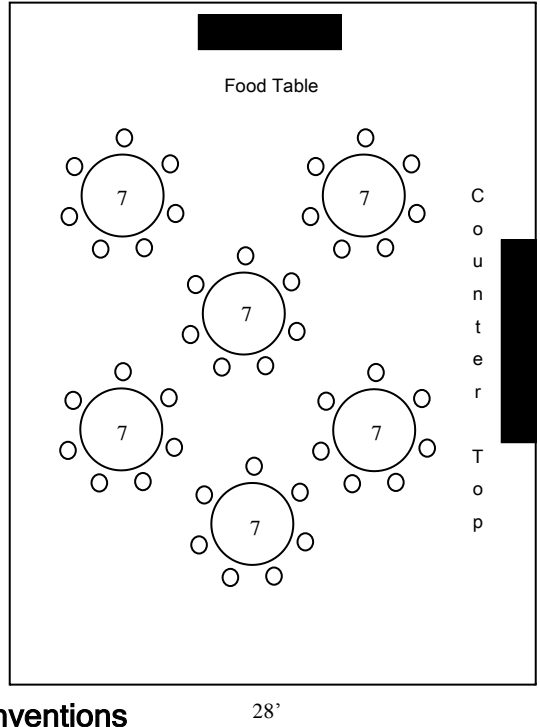
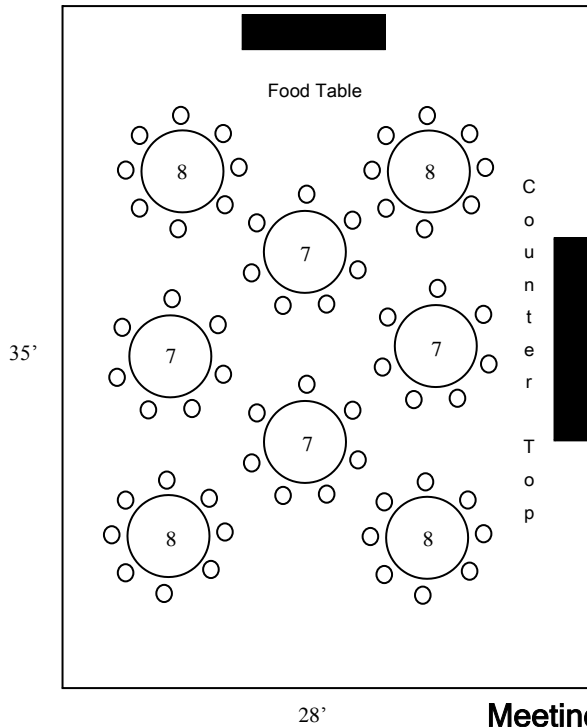
Chairs: 60 – Chairs

Maximum Capacity Indoors – 60 seated, 110 standing (not drawn to scale)

Seating for 60

Weddings

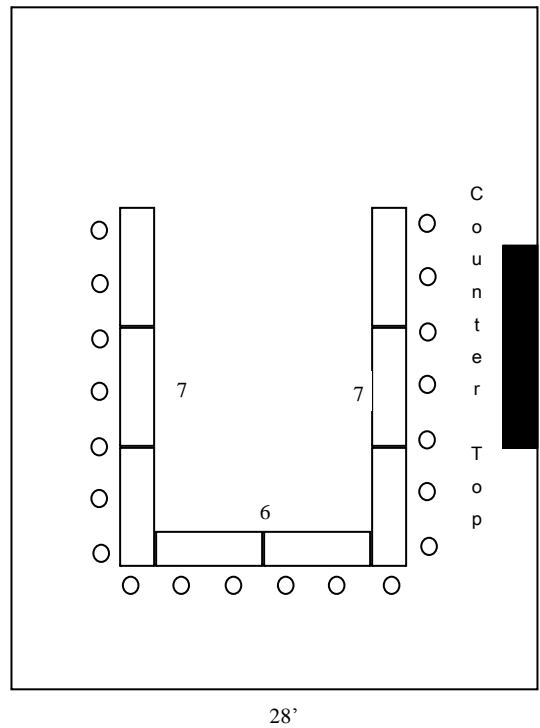
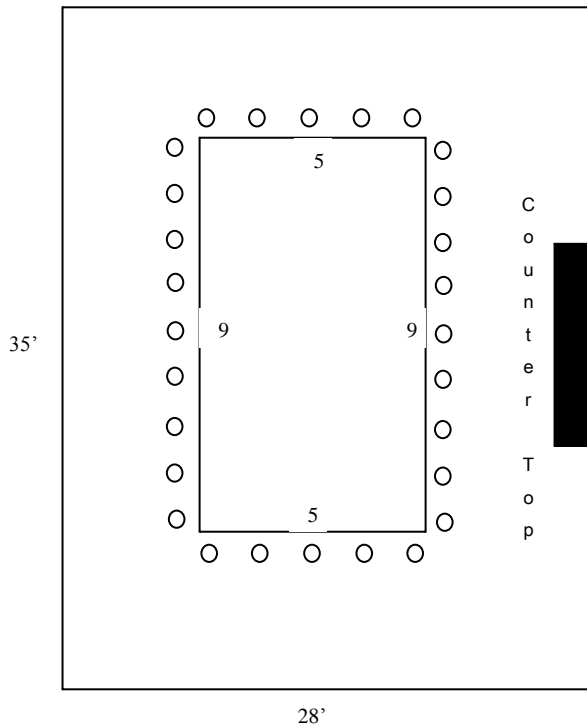
Seating for 42



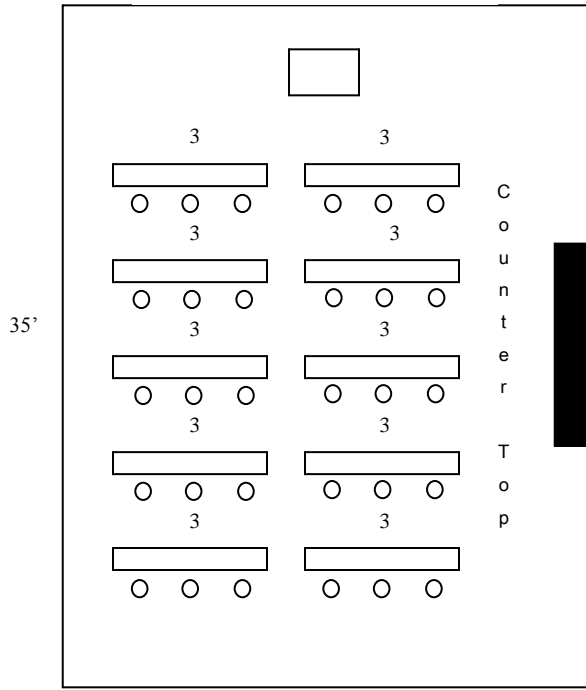
Meetings and Conventions

Seating for 28

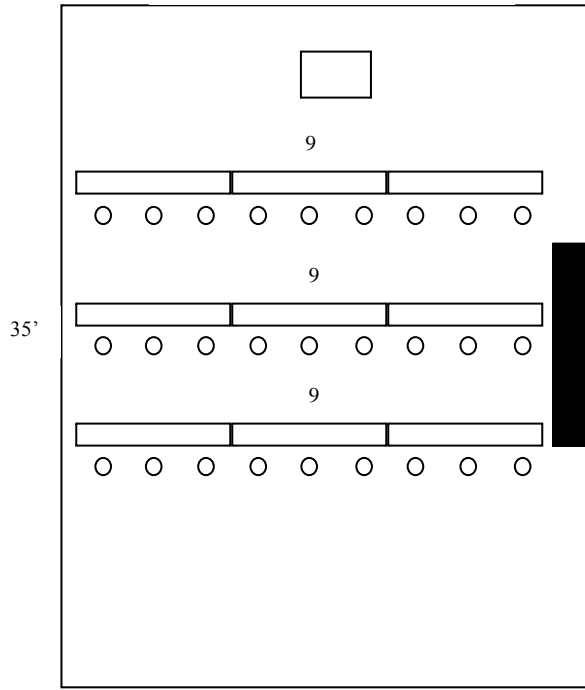
Seating for 20



Seating for 30



Seating for 27



HALYBURTON PARK EVENTS CENTER

APPLICATION/INQUIRY FORM FOR USE

EVENT CONTACT INFO

Name: _____
Bride's name: _____ Groom's Name: _____
Address: _____ City _____ State _____ Zip _____
Home Phone: () _____ - _____ Cell Phone: () _____ - _____
Email: _____ @ _____

PAYEE CONTACT INFO

Name: _____
Address: _____ City _____ State _____ Zip _____
Home Phone: () _____ - _____ Cell Phone: () _____ - _____
Email: _____ @ _____

EVENT DETAILS

Type of Event: _____ Date of Event: ____/____/____ Day of Event: _____
Rehearsal Date if wedding ____/____/____ (Friday 4-5pm only and must be scheduled)

Total Time: _____ to _____ (facility is only available to lessee during these hours)
Set-up Time: (minimum 1 hour) _____ to _____ (additional time may be required for extensive set up)
Event Time: _____ to _____
Clean-up Time: (minimum 1 hour) _____ to _____

Number attending event: _____ Adults: _____ Children: _____

Special Considerations: _____

DESCRIPTION OF EVENT

Music: Yes ___ No ___ Name of Band or DJ: _____ Phone: () _____ - _____

Food: Yes ___ No ___ Name of caterer: _____ Phone: () _____ - _____

Beer/Wine: Yes ___ No ___

Equipment Rental: Yes ___ No ___ Type: Chairs ___ Tables ___ Dishware ___ Glasses ___ Tent ___

Name of company: _____ Phone: () _____ - _____

Time of drop-off: _____ Time of pick-up: _____

This form can be mailed, faxed or emailed back to:

Halyburton Park Events Center
4099 S. 17th St
Wilmington, NC 28412
(910) 794-6003 fax

info@halyburtonpark.com

Questions? Please call (910) 341-0075

THIS SECTION FOR STAFF USE ONLY

Date 50% of user fees paid: _____ Date contract executed: _____

Full payment due: _____ Total Payment Due: _____

Date Paid in Full: _____

Payment Method:

Check# _____ Credit Card # (last 4 digits) _____ Cash _____