



**HALYBURTON PARK EVENTS CENTER
RENTAL POLICIES**
Questions? Call 341.0075

Philosophy

The Halyburton Park Events Center is available for rental when there are no scheduled City of Wilmington activities. Use of the center includes the Event Room, Patio, Kitchen and tables and chairs for indoor use only. The City of Wilmington has priority in scheduling the Events and Nature Center for programs, events and activities. The facility is available during any day of the week or weekend between the hours of 8 a.m. until 11 p.m. to the public, groups, businesses and individuals by reservation on a first come, first served basis.

Reservation Policies and Procedures

1. All potential users should call (910) 341-0075 or inquire at the Park Office to determine if their proposed event date is available. Events must be scheduled at least 30 days prior to the event date.
2. If the proposed date and time is available a meeting will be scheduled to review the policies, fees and details of the event. Users will complete and submit an application/inquiry for use. 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
3. If the application is approved by the manager, a two week hold will be placed on the date and a License Agreement for use of the facility will be prepared.
4. The user must complete and return each of the following together within the two week hold period:
 - The user must pick up the license agreement, sign, notarize and return to the Park Office
 - Submit a Certificate of Insurance if required (see Event and Liquor Insurance Policy).
 - Pay 50% of the user fees (non-refundable).
5. If the License Agreement, certificate of insurance (if required) and appropriate fees are not received by the end of the two week period, the reservation hold will be released and made available to other users.
6. The final payment is due 15 days prior to the contracted event date and is non-refundable. The \$300 clean-up/damage deposit is also due 15 days prior to the contracted event date. If payment is not received, the reservation will be canceled and no refunds will be provided.
7. Any changes (e.g. start time, end time, attendance, or alcohol) to the rental must be approved by the manager and made at least 30 days prior to the event date.

Fees

Costs vary depending upon the type of user. Users are identified as nonprofit groups, private/profit groups and business. **Nonprofits** must be able to produce proof of such designation, such as the organization’s 501-C (3) number and all fees must be paid by the Nonprofit. **Private/profit** groups include weddings, receptions, reunions, government agencies, or community benefit groups. **Business** is an organization or enterprising entity engaged in commercial, industrial or professional activities. This rate is only applicable Monday-Friday from 8am-5pm.

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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Event Insurance

FOR EVENTS WHERE LICENSEE IS A CORPORATION AND THERE ARE 100 OR MORE PARTICIPANTS (INCLUDING NON-CITY STAFF): The user shall maintain Commercial General Liability (CGL) and Commercial Umbrella Liability insurance and provide proof of insurance for each date or event scheduled.

FOR EVENTS WHERE LICENSEE IS NOT A CORPORATION AND THERE ARE 100 OR MORE PARTICIPANTS (INCLUDING NON-CITY STAFF): The user shall maintain Event Liability insurance and provide proof of insurance for each date or event scheduled.

Alcohol

FOR EVENTS WHERE ALCOHOL WILL BE SERVED: The user shall maintain Liquor Insurance and provide proof of insurance for each date or event scheduled. Beer, Wine and Champagne is allowed in the event room, kitchen and patio only. It is not permitted in the rest of the park. Liquor is not permitted.

Food

Food must be provided by the user. Any caterer can be used for events. No grills or fryers are permitted.

Entertainment

Musical groups or disc jockeys are permitted. The user will consider the surrounding residential area when planning musical entertainment. In the case of outdoor entertainment, the user 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

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 user 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. If the user 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 user 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 park staff will result in the forfeit of the entire \$100 clean-up deposit. A check list will be completed 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.

Rules of Use

1. All dates and times stated on the License Agreement will be strictly enforced. You must pay for the time you will be in the facility for set-up, the event itself and clean up. Please keep this in mind when determining rental start and end times.
2. The rental includes only the spaces reserved in the License Agreement referred to as the premises (Event Room, Patio and Kitchen). The Nature Center and hallway remains open to the public.
3. One person must be designated as the responsible party for the rental. This person will serve as the primary contact for staff during the rental. The designated responsible party must be at least 21 years of age and present during the rental.
4. The responsible party must ensure all participants will comply with any and all applicable federal, state and local standards, regulations, laws, statutes and ordinances.
5. The responsible party must ensure the facility is left in the same condition (or better) as received, including but not limited to cleaning, room set up and trash removal.
6. It is the user's responsibility to see that good behavior is maintained at the event and that the premises are not damaged beyond normal wear and tear.
7. It is the responsibility of the user to complete clean up of the premises during the time set up in this License Agreement.
8. The user shall be responsible for any damage to the premises beyond normal wear and tear and the cost to repair such damage will be billed by the City of Wilmington.
9. Only free-standing decorations are allowed. No permanent changes are allowed to the facility. No bolts, screws or nails shall be placed in or on the walls, floors or any fixture indoors or out. Nothing may be taped or tacked to the walls or other surfaces in the facility. No command strips are allowed on any surfaces.
10. Storage of equipment before or after an event will constitute use of the facility, and it must be rented accordingly. Users renting equipment must make arrangements with the rental company for delivery and/ or pick-up during the period(s) of time the facility is rented for use to avoid extra charges. Equipment left in the building beyond the approved time(s) of use will incur additional rental fees that will be deducted from the clean up/damage deposit. The City of Wilmington will not accept deliveries on behalf of users and will not accept any responsibility for the security or safety of any equipment brought in the facility.
11. The City of Wilmington reserves the right to require the rental organization/responsible party to perform any other functions that may be deemed necessary to see that the activity is operated in a safe manner which will not be objectionable to other park users or residents of adjacent neighborhoods.
12. The City of Wilmington may deny use of facilities to any group whose proposed activity is illegal or poses a significant threat, risk of damage or danger to the facility, persons in attendance or other park users.
13. Users may not drive on the paved trail to load or unload.
14. Candles are prohibited.

**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

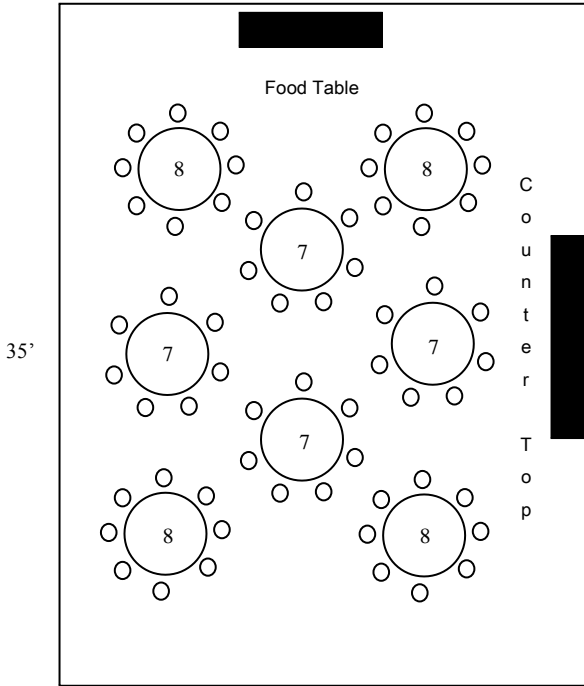
Sample Layouts for Halyburton Events Center

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

Chairs: 60 – Chairs

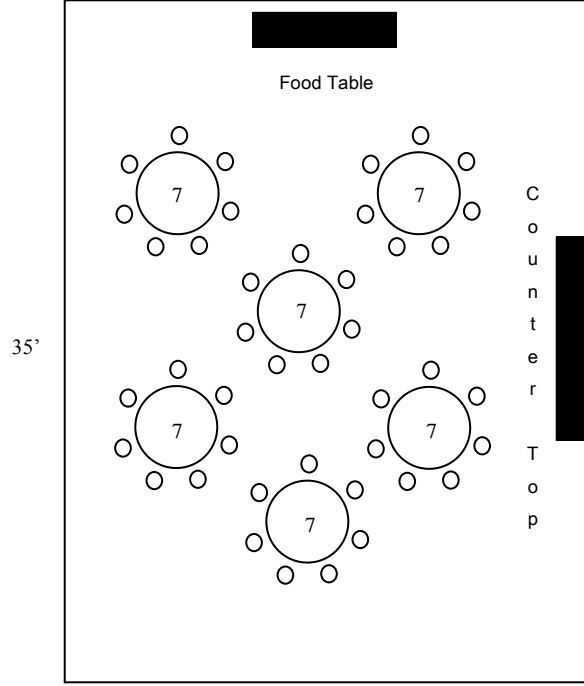
Maximum Capacity Indoors – 60 seated, 110 standing (not drawn to scale)

Seating for 60



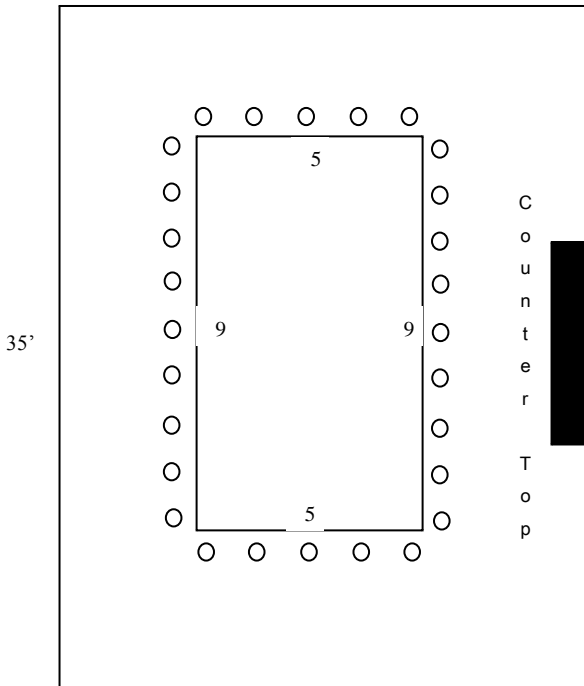
Weddings

Seating for 42

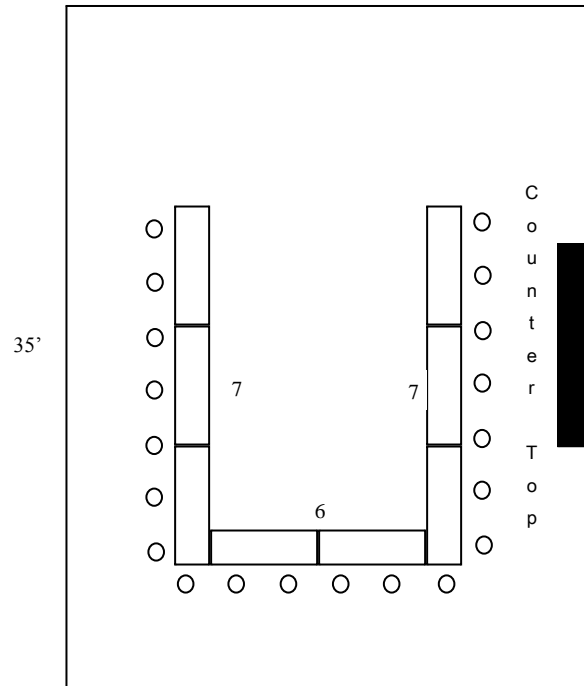


Meetings and Conventions

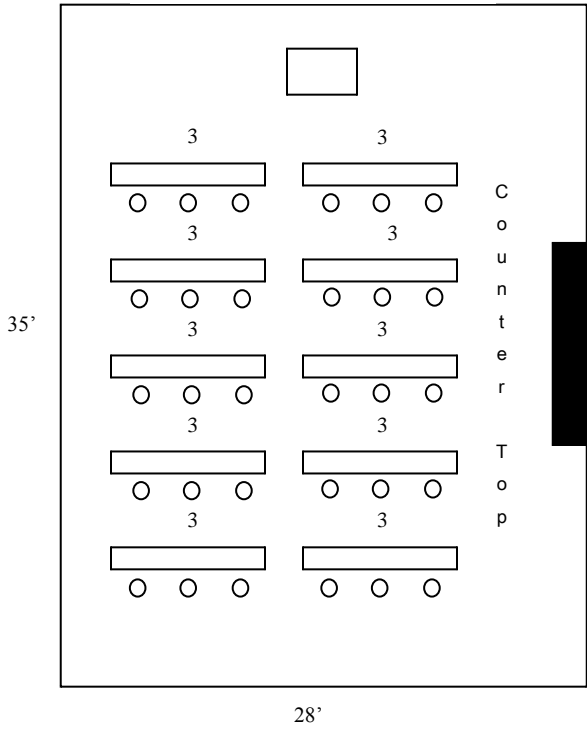
Seating for 28



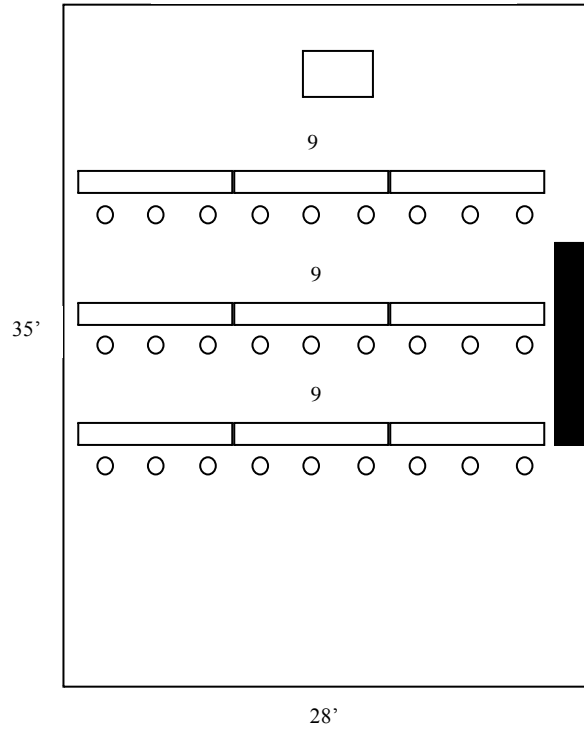
Seating for 20



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: _____

(see insurance requirement in policies if 100+ or more attending)

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 ___ (see insurance requirements in policies)

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 or emailed back to:

Halyburton Park Events Center

4099 S. 17th St

Wilmington, NC 28412

info@halyburtonpark.com

Questions? Please call (910) 341-0075

THIS SECTION FOR STAFF USE ONLY

Date application/inquiry form received: _____ Received by: _____

Event Center Appointment Date: _____ Policies and Fees reviewed: _____

Approved: YES NO Reason for no approval: _____