

PARTY NAME \_\_\_\_\_

EVENT DATE \_\_\_\_\_

**THE OLD BALDY FOUNDATION, INC.**

**P.O. Box 3007 101 Lighthouse Wynd Bald Head Island, NC 28461**

Name(s): \_\_\_\_\_

Event Type:  Wedding Only  Wedding & Reception  Reception Only  Other

Total Rental Amount Due \$ \_\_\_\_\_ 50% Deposit \$ \_\_\_\_\_

Event Date: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Time: Start: \_\_\_\_\_ End: \_\_\_\_\_ (set-up any time day of event)

Name (Responsible for Event): \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Credit Card: (For security deposit)  Visa  Mastercard  American Express  Discover

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_ Tent:  YES  NO

Alcohol:  YES\*  NO  Wine and/or Beer \* \_\_\_\_\_  Liquor \* \_\_\_\_\_

Event Planner Name & Contact # \_\_\_\_\_

Event being catered:  YES  NO Caterer Name \_\_\_\_\_

\*If alcoholic beverages are to be served, Renter will provide a Certificate of Insurance for Liquor Liability in the amount of \$1 million naming the Old Baldy Foundation, Inc. as additional insured. This Certificate must be received by the Executive Director of the Foundation no less than 14 days prior to the event.

A credit card or a check made payable to the Old Baldy Foundation, Inc. for one half of the rental fee must be submitted with the application as a deposit for use of the facility. Cancellations must be made six months in advance in order to recover the deposit. Completed Applications with deposit should be returned to: The Old Baldy Foundation, Inc., P.O. Box 3007, Bald Head Island, NC 28461.

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

***Confirmation of the reservation along with receipt for payment will be emailed***

PARTY NAME \_\_\_\_\_

EVENT DATE \_\_\_\_\_

**RENTAL RATE WORKSHEET**

_____	<b><u>Ceremony/Party 2 hours Only</u></b>	\$ 750
_____	each additional hour	\$ 100
_____	tent fee*	\$ 200

_____	<b><u>Reception or Rehearsal Dinner Only</u></b>	\$1,500
_____	tent fee*	\$ 200

_____	<b><u>Ceremony &amp; Reception</u></b>	\$2,000
_____	tent tee*	\$ 200

**Total Due \$** \_\_\_\_\_

*\*Please note that tents are transported from mainland across barge to Bald Head Island. For weekend event: all tents are put up on Thursday, (tents with walls are inspected by Bald Head Village staff), all tents and are taken down on Monday by the rental companies. No barge service on weekends.*

- 4) **Schedule:** **Date Due**
- At contract signing:**
- 50% of payment due in order to reserve date \_\_\_\_\_
- 6 months in Advance:**
- 50% second half balance of payment due \_\_\_\_\_
- 45 Days in advance of event:**
- Liability insurance due \_\_\_\_\_
- If booking is made less than 6 months from date of event:**
- Total 100% of amount of contract is due \_\_\_\_\_

## RULES AND REGULATIONS

Reservations are required for the use of the grounds or the lighthouse owned by The Old Baldy Foundation, Inc. Final confirmation of reservation is made only after receipt of a properly completed application. Since Old Baldy is open to the public there are restrictions as to the hours of use. Old Baldy is not responsible for any events that may be simultaneously held on neighboring properties.

**Functions may not commence earlier than 4:30 PM (Memorial Day to Sept 30th no earlier than 5:30 PM).**

Function set up and break down may occur during Old Baldy's regular business hours under OBF staff supervision. The Old Baldy Foundation, Inc. reserves the right to accept or reject any request for the use of their facilities. The renter will be held responsible for all the rules and regulations and addendums as listed.

- 1) The Renter signing the application is responsible for any damages that occur as a result of their rental of the facilities, other than normal wear and tear. **All rental requests require a credit card number to be held as an additional security deposit.** The Old Baldy Foundation, Inc. reserves the right to bill credit cards for damages.
- 2) Renter's responsibility in leaving the grounds and buildings clean.
  - a) All decorations, flowers and floral arrangements must be completely removed immediately following the event.
  - b) Equipment requiring barge transportation must be neatly stored on the lighthouse grounds and will be removed on the next available day with barge operations.
  - c) All trash must be bagged and placed in the wooden trash receptacles on the street. Excess trash that will not fit in the receptacles must be removed from the premises.
  - d) Functions and activities requiring additional cleaning will be assessed to the Renter as necessary.
- 3) The grounds and buildings of the Old Baldy Foundation are a smoke free environment. Smoking is not permitted on the grounds or in any buildings.
- 4) There is one nail in the door of the lighthouse. It may be used for a wreath. **NO** other nails may be put in the door or the exterior of the lighthouse. Decorations may be placed on the railing or in the trees. Nothing may be attached to the exterior of the lighthouse or oil house. Use of nails or staples on trees is prohibited.
- 5) If decorations include driving anything into the ground please check with the staff prior to doing so. The irrigation system runs throughout the lawn and if it is punctured the responsible party will be charged for repairs. This also applies to the erection of tents.
- 6) Bird seed or natural petals are allowed outside on the grounds. Silk flower petals, other synthetic materials, glitter, confetti or rice are not allowed.
- 7) Sparklers and other pyrotechnics are prohibited.
- 8) Candles are permitted on the lighthouse grounds only. They are not permitted inside any of the structures.
- 9) Loud and disorderly conduct will not be permitted. Village of Bald Head Island noise ordinances will be observed.
- 10) The Old Baldy Foundation, Inc. assumes no liability for and shall be indemnified for injury or damage to personal property and injury to persons.
- 11) If the number of attendees exceeds 100 people, the Old Baldy Foundation, Inc. has the right to require additional restroom facilities.
- 12) Liquor cannot be served without a Special Occasion permit – Beer and Wine may be served in accordance with State Law. No brown – bagging.
- 13) If alcohol is to be served, Renter will provide a Certificate of Insurance for Liquor Liability in the amount of \$1 million naming the Old Baldy Foundation, Inc. as additional insured. This Certificate must be received by the Executive Director of the Foundation no less than 14 days prior to the event.
- 14) **The lighthouse, oil house and keepers cottage are locked and access is never included in any rental.**
- 15) Cancellation of the event occurring less than twelve (12) weeks prior forfeits any and all payments made to the Foundation.

**I have read the above Rules and Regulations governing use of the Old Baldy Foundation, Inc.'s property and agree to comply with these rules and accept responsibility for any damage and violation of the rules or personal injury which may occur while the facilities are in use by my group.**

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Renter

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Date

## PAYMENT & REFUND AGREEMENT

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1. \_\_\_\_\_ I agree that a **deposit** in the amount of **50%** of the total rental must be included with the **Event Application**.
2. \_\_\_\_\_ I agree that the remaining **50%** of the total rental fee must be paid **no later than 6 months prior to the Event Date**.
3. \_\_\_\_\_ In order to receive **any refund** of the deposit and/or rental fees, cancellations must be made **in writing at least three months in advance** of the scheduled event. There will be no refund of fees if cancellation is made 0 to 90 days before a scheduled event.
4. \_\_\_\_\_ In cases where the event is cancelled between 3 and 6 months before the reserved date, **50% of the total rental fees will be refunded**.
5. The Old Baldy Foundation, Inc. **is not responsible** for relocating groups utilizing uncovered outdoor space in the event of inclement weather. The Renter is solely responsible for taking measures to protect themselves from rain or other inclement weather. **The rental fee is not refundable due to adverse weather conditions**.
6. In the case of **hurricanes or tropical storms**, if State or local authorities, acting pursuant to State, order a voluntary or mandatory evacuation of Bald Head Island, Renter shall comply with the evacuation order. Upon such compliance, Renter shall be entitled to **100% refund** of all rental fees paid.
7. Functions and activities requiring additional cleaning will be assessed to the Renter as necessary. These fees will be charged to the Credit Card on file provided by the Renter at the time of application.

I have read the Payment and Refund Agreement and understand the Refund Policy.

Event: \_\_\_\_\_

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

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