Guidelines for Use of the
BEAUFORT HISTORIC SITE

1. Lessee must be a current member of the Beaufort Historical Association
2. A fee of **$1,000.00** is charged for use of the grounds:
   a. Deposit of $300 must be made at time of reservation of the grounds.
   b. The balance of the bill ($700) must be paid in full thirty (30) days before the event takes place.
   c. Monies may be refunded up to one month before the scheduled event with the exception of a $100 processing fee.
3. A **permit** is required from the Town Hall for outdoor entertainment and is the responsibility of the Lessee. It must be acquired at least seven (7) days before the event and costs $30.00 (Beaufort Town Hall: 252-728-2141).
4. If alcoholic beverages are served on the grounds, an off-duty police officer is recommended, but not required.
5. Caterers will be responsible for setup, clean up and garbage disposal. We will have containers available.
6. Event must be over by 10:30 pm and clean up completed by 11:00 pm.
7. Rental arrangements are to be made with Molly Willis, Site Manager or Patricia Suggs, Executive Director.

Applicant: _____
Name Address State Zip

_____
Phone Number

Occasion (wedding, etc.):_____ Date: _____Time: _____

Length of event: _____ How many people? _____

I have read the rules and guidelines for the use of the Beaufort Historic Site. I agree to comply with these rules and accept full responsibility, if any of these guidelines are not met.

SIGNED:_____ DATE: _____
Leasee

ACCEPTED:_____ DATE: _____
BHA Representative

For office use only:

Deposit	$_____	Received _____	
Security	$_____	Received_____	Mailed_____
Balance Paid	$_____	Received_____	
Total	$_____	Received_____	

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