

# BEAUFORT HISTORICAL ASSOCIATION, INC.

150 Turner Street Beaufort, North Carolina 28516-0363  
(252) 728-5225 or (800) 575-7483 or Fax: (252) 728-4966  
e-mail: officemanager@beauforthistoricsite.org  
www.beauforthistoricsite.org

## BUS RENTAL AGREEMENT

Thank you for scheduling the English Double Decker bus for your event. Please check the details below for accuracy. **A deposit of \$150 is required to hold your reservation**, and this deposit is applied to the total rental price, which is **\$250 per hour**. Sign one copy and return to the Beaufort Historical Association along with your deposit of \$150.00. The additional copy is for your records. **We do need your deposit and confirmation as soon as possible to hold your reservation. The balance must be paid in full at least one week prior to the event.** If any of your details need to be changed or if you need to cancel, please notify the Beaufort Historical Association immediately. If a cancellation is made prior to two weeks before the event, a refund of \$50 will be mailed to you. If cancellation is later, no refund can be given.

We look forward to helping you with your event! If you have further questions, please give us a call!!

Patricia Suggs  
Executive Director

Molly Willis  
Operations Manager

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Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Requested use of Bus: \_\_\_\_\_

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Renter: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Wedding Planner: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Expected # of passengers: \_\_\_\_\_ # of Trips: \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

Make check payable to: Beaufort Historical Association, 150 Turner St., Beaufort, NC 28516

Authorized by:

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

(return signed copy to Beaufort Historical Association & retain one copy for your files)

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Internal Use: Date Taken \_\_\_\_\_ By Whom \_\_\_\_\_

Entered in Master \_\_\_\_\_

DEPOSIT REC'D \_\_\_\_\_ BALANCE AFTER DEPOSIT \_\_\_\_\_