



## **TERMS AND CONDITIONS:**

- A signed contract by the renter and CCT and a deposit by the renter are required for the booking to be considered definite. The remaining rental balance is due **two (2) weeks before the event.**
- Carteret County non-profit organizations whose primary local offices are physically sited within Carteret County qualify for reduced price events in accordance with the above fee schedule. To qualify, the organization must provide documentation confirming their non-profit status (i.e., a copy their IRS designation as a non-profit entity).
- Daily rate is for eight (8) hours. Renter set-up, event and cleanup must be accomplished within this eight (8) hour block of time.
- The Carteret Community Theatre maintains all rights for all concession services.

## **RULES AND REGULATIONS:**

### **RENTAL TIMES**

- The normal maximum contractual hours of occupancy for events is 8 consecutive hours scheduled between **10:00am -11:59pm**. Arrangements regarding activities beyond these hours must be made with the staff and will be subject to overtime charges. Eight hours of occupancy includes: Setup, event, break down and cleanup of the event

### **SAFETY**

- Renters and their guests must at all times conduct their activities with full regard to public safety and shall at all times abide by directives of the staff of the Carteret Community Theatre.
- Renters are responsible for any and all damages to the facility caused as a result of his/her event or his/her guests. (See lease agreement).
- NO firearms or handguns concealed or otherwise are allowed within or on the grounds of the Carteret Community Theatre.

### **SECURITY**

- Security services can be provided for events at the expense of the renter. At the discretion of the Carteret Community Theatre, events serving alcoholic beverages are required to have uniformed security officer's onsite during the event.

- The average charge for security is \$90.00 per 3 hours, per officer. Lessee assumes full responsibility for the acts and conduct of its invitees and attendees of the event.

### **SMOKING**

- The building is a smoke free facility.
- Outside areas have been designated as smoking areas.

### **STAFF ON DUTY**

- A Carteret Community Theatre staff member is required to be on duty during your set-up, the event break down and cleanup to assist you if you have any questions or concerns.

### **STAGE**

- Use of the stage is restricted to renter staff. No guests are allowed on stage or backstage. If the renter is using the stage, special safety and use restrictions apply.

### **WIRELESS INTERNET**

- Wireless internet access is available at no charge for use of the Renter staff only. (not guests)

### **JANITORIAL SERVICES**

- Event areas are cleaned prior to each event at no charge. Additional cleaning requirements may result in charges to the event.

### **FAILURE TO COMPLY:**

- Failure to comply with rules and regulations governing the Carteret Community Theatre could result in loss of part or all of payment, immediate closure of the facility and bill for additional damages.

### **LIABILITY INSURANCE:**

Minimum Coverage Amounts:

- General aggregate \$1,000,000.
- Personal and Advertising Injury \$1,000,00
- Each Occurrence \$1,000,000.

Above amounts may be met by umbrella form coverage in a minimum amount of \$1,000,000 aggregate; \$1,000,000 each occurrence.

The following entities should be listed as additional insured:

- The Carteret Community Theatre
- Policy must cover the entire time period from move in through the conclusion of move out. A copy of the properly executed Certificate of Insurance must be on file with the Carteret Community Theatre no later than 14 days prior to the event.
- Please consult your insurance agent regarding insuring your event.

Liquor Liability is recommended when serving alcohol.

### **ALCOHOLIC BEVERAGE POLICY:**

#### **NON-TICKETED EVENTS**

- Non-ticketed events are events where no money is exchanged between the renter and guests. You may not charge admission, have cash bars, sell tickets in advance or collect money at any event at which alcohol is served
- If wine or beer is served at this function no permit **may be** required
- If liquor or fortified wine is served, a "Special Occasions Permit" is required by the State of North Carolina.
- Carteret Community Theatre will hire security guards for groups serving alcohol (Beer, Wine or Liquor) Charges will be billed to renter. One officer per 100 people. (\$90.00 per 3 hours/per officer)
- CCT bartenders are responsible for the serving of all alcoholic beverages.

#### **TICKETED EVENTS**

- A Ticketed -event is a function where tickets have been sold or money is required from your guest in order to attend, participate, eat or drink at your function.
- In order to serve alcohol at a ticketed event, the organization must acquire a special one-time permit by the state of North Carolina and must be classified as a non-profit or political event. Again, this is only issued to non-profit or political organizations.
- It is the renter's responsibility to secure Security officers during events that serve alcohol. The officer is required to stay until the last person leaves the event. Depending on the type of event further requirements may apply.

#### **REMINDER FOR ANY EVENTS SERVING ALCOHOL:**

- The renter must be aware that the legal drinking age in the state of North Carolina is 21 years of age.
- The serving size for wine is five ounces. The serving size for beer is twelve ounces.
- If the theatre premises will be frequented by minors, an alcohol control plan agreement must be signed and submitted to the Board during the application process.

- The alcohol control plan agreement will be provided on a form by the Board and includes the following requirements:
  - To ensure that alcoholic beverages are not sold to persons under the age of twenty-one, staff will request identification from any patron who appears to be age thirty or under and who is attempting to purchase an alcoholic beverage.
  - Alcoholic beverages must be served in containers that differ significantly from containers utilized for nonalcoholic beverages.
  - All alcoholic beverages sold under this license must be sold by the individual drink.
  - If staff observes a patron who is in the possession of or who is consuming an alcoholic beverage who appears to be of questionable age, staff will request identification from that patron. If the patron is unable to produce an acceptable form of identification verifying their age, the alcohol will be confiscated.
  - All employees involved in the sale, service and/or supervision of alcoholic beverages will be required to attend MAST to obtain the appropriate permit for their level of service.