

## Space Rental Form

### Town of Seagrove

**Historic Luck's Cannery – 798 NC Hwy 705 Seagrove, NC 27341**

Please complete the below information to request rental space:

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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

Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

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

Actual time needed for event: From: \_\_\_\_\_ To: \_\_\_\_\_

How many people do you expect to attend? \_\_\_\_\_

#### Space Rental Options – Please check the space you are requesting to rent.

Check	Location	Occupancy	Size (Sq Ft)	Price Per Day	Insurance Required (*)
	Conference Room	12	200	\$10.00	
	Martha Comer Community Center	50	933	\$40.00	
	Claire Davis Portico	60	1,300	\$50.00	
	Gallery Hallway (included with adjoining space)	60	1,303	\$100.00	
	Patio	300	5,000	\$200.00	*
	Lower Exhibit – Thompson Arts & Event Hall	449	6,924	\$750.00	*
	Hall B	504	7,640	\$800.00	*
	Wavie Presnell Convention Center	592	9,798	\$1,000.00	*
	Entire Public Space	1,100	28,000	\$1,800.00	*

\*We require you to provide a certificate of insurance that covers your vendors. Please have a copy sent to [Seagrovetownclerk@centurylink.net](mailto:Seagrovetownclerk@centurylink.net)

#### Please note the following:

- Lobby, restrooms, and catering kitchen on each level included with each space.
- **Local residents, local business, donors, and non-profit organizations will receive a 30% discount on rental.**
- Space rental includes event posting on the Historic Luck's Cannery website <https://luckscannery.weebly.com/>
- Special Event permits from the Town of Seagrove must be obtained in addition to rental agreement form if hosting event. Cost for Special Event permit \$35.00. Go to [townofseagrove.org](http://townofseagrove.org) to obtain Special Event permit form.
- Payment not refundable if event cancelled within 48 hours of your scheduled event.
- Not included – event insurance, cleaning, equipment, tables/chairs.
- **All rentals, events must follow current state or federal guidelines/mandates regarding COVID-19**

I, the undersigned, for myself and any person associated with the event, will be responsible for any damages done at the Historic Luck's Cannery during the event time specified above. I agree that there will be an inspection of the center following the event by a Town representative and if any damages are found, I agree to pay for the required repairs.

I further agree to the following:

1. I shall obey all Town of Seagrove ordinances regarding the use of town property. Note: The service of alcohol on premises requires all necessary permits to be obtained as well as off duty police (We require use of Seagrove Police Dept #336-873-8700 for off duty police only).
2. I shall provide my own tables/chairs, if needed.
3. I shall clean up space following the event and ensure all lights off.
4. I shall dispose of garbage in trash cans provided.
5. I shall ensure tables and chairs are back to their original positions if you rearranged them.
6. I shall return Luck's Cannery Key to Town Hall and arrange for final inspection.

I, the undersigned, for myself and any person associated with the event, do hereby release, indemnify, hold harmless and defend the Town of Seagrove, its agents and employees from all suits and actions, including attorney's fees and all costs of litigation and judgement of every name and description brought against the Town of Seagrove as a result of loss, damage or injury to person or property that may occur during my use of the Historic Luck's Cannery and insure that I will faithfully comply with the terms of this agreement.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide completed form and payment in full to the Town Clerk by mail/e-mail. Contact information as follows:

E-mail: [townclerk@townofseagrove.org](mailto:townclerk@townofseagrove.org)

Phone: 336-873-7307

Office Hours: Wednesdays 10:00am-2:00pm

Check payable to: Town of Seagrove PO Box 119 Seagrove, NC 27341

**TO BE COMPLETED BY TOWN HALL**

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

With the following exceptions: \_\_\_\_\_

Total Fee \$: \_\_\_\_\_

Final Inspection by: \_\_\_\_\_