

CORE SOUND WATERFOWL MUSEUM & HERITAGE CENTER

2023 Event Planning & Rental Information Guide



P.O. BOX 556; 1785 Island Road
Harkers Island, NC 28531
252-728-1500
museum@coresound.com
coresound.com

Core Sound Waterfowl Museum & Heritage Center **Event Planning & Rental Information Guide**

The Core Sound Museum welcomes events of all kinds – weddings, receptions, anniversary gatherings, community fund-raisers, homecoming celebrations, meetings and conferences. We love sharing our facility and grounds with friends and family who would like to add a “taste of Down East” to their event.

Rental fees help us sustain our year-round operation, bring new visitors to our museum and gives us another way to serve our community, so thank you for your interest and support of the museum by holding your special occasion with us.

We look forward to working with you to make your experience the best ever!



A Perfect Place for a Wedding Venue”

This is a great location to hold a wedding. Staff was wonderful to work with.
Everyone loved the museum and the opportunity to see
the heritage of the folks that live on the coast.
(Trip Advisor, August 2010)

Photography provided by Sarah K. Photography and Cynthia Rose Photography.

Welcome to Core Sound!

To begin ...

1. Call to confirm availability. The museum books months (sometimes years) in advance so please consider date(s) as soon as possible.
2. Contact the museum for a walk-through to discuss space, capacity, services, fees and how our facility fits with your plans. We maintain a current listing of local caterers, photographers, music providers and other services you might be interested in contacting.
3. Allow us to “pencil” in your date(s) while you decide. This gives you first-right-of-refusal should others be considering the same date. We will contact you first should someone call for the same date. Please let us know within 30 days if you will be using that date.
4. Should you decide to proceed, please schedule a site visit with Karen Amspacher, museum director, to complete the contract and pay the applicable deposit.

Contact: Karen Amspacher, 252.723.0982 or email her at rentals@coresound.com



Facility Rental Options and Prices

Please note: no portion of the museum (including the Education Hall) will close during normal operating hours for any event.

Education Hall Rental

<u>Weekend</u>	\$1400.00/ weekend, includes kitchen
Friday	10:00 a.m. – 10 p.m.
Saturday	10:00 a.m. – 10 p.m.
Sunday	9:00 a.m. – 1:30 p.m.

**If there are no museum programs planned for Thursday prior to a weekend rental, setup on Thursday may be made available for an additional \$200 fee.*

All events must end by 10 p.m.

Clean up should begin immediately after the event and be completed by midnight. *See checklist

All items must be picked up and facility completely cleared, rental equipment staged for pickup by 1:30 pm Sunday.

Rental company items may be picked up on Monday following the rental weekend.

Full Day \$750.00/ Full Day + Evening 9:00 a.m. – 10:00 p.m.

*Earlier time for ending events / allows for full clean-up and move out.

Schools/Churches/Non-Profits/Government Agencies \$250.00 requested donation

For non-profits and community groups planning large events involving extensive set-up and after hours monitoring (i.e. prom, major fund-raisers, groups over 100, etc.) \$250.00 requested donation.

Small Event [>50 people] - partial day

Member / volunteer Rate: \$200.00 for 2 hour event, \$50/additional hours

Non-member: \$300.00 2 hour event, \$100/additional hours

Conference Room Rental

The Conference Room is ideal for small meetings, corporate retreats or round table discussions. Seating capacity is approximately 12 people. Kitchen privileges not included.

Rental by the hour \$50.00 per hour

Jean Dale Outdoor Area

The Jean Dale outdoor pavilion is a wonderful location for a small, intimate get-together featuring easy access to the site to suit your needs. Kitchen privileges not included in fee but can be added on.

Rental by the day \$300.00 per day Kitchen fee: \$75.00 members, \$100.00 non-members

Setup, Clean-up & Equipment

Setup and clean-up

Setup and clean-up are the responsibilities of the lessee listed on the rental contract. ***The facility must be restored to its original condition immediately after the event.***

The Lessee is responsible for cleaning the building, porches, parking lot and grounds the same evening of the event. The term “cleaning” means returning the facility to the condition it was in when the Lessee arrived. The museum must be cleaned and inspected by 1:30 p.m. Sunday, before the museum opens at 2 p.m. **See checklist.*

DEFINITION OF CLEAN: The meaning of the term “clean”, “cleaned”, “cleaning” includes but is not limited to the following: putting away all tables, chairs and/or any other CSWM&HC property used during the event in their appropriate storage areas, vacuuming carpet and removing stains from carpet and/or floor if necessary, cleaning kitchen, sweep and mop kitchen floor, putting away any kitchen supplies used (as allowed by your museum representative) during the event, cleaning out refrigerators and/or freezers of any leftovers from the event, placing all trash in dumpster, and cleaning all trash or debris from the museum porches, grounds and parking areas.

CLEANING FEE: A cleaning fee of \$250.00, as well as a security deposit of \$250.00 shall be made in addition to the rental fee. The cleaning deposit shall be returned to the Lessee if the premises have been cleaned to the satisfaction of the Lessor and there is no breakage or damage to the premises.

Additional cleaning fees may be incurred by the Lessee if additional cleaning time is required or if premises do not pass inspection in a satisfactory manner. See deposit & fees for clarification between cleaning fee and security deposit.

Equipment

The following equipment is included in the rental charge for the Education Hall:

Tables

6' rectangular tables – 25

60" round tables – 8

Chairs

Metal folding chairs – approximately 160

The museum's A/V system is available for use for an additional fee of \$150.00

All other museum-owned equipment, kitchen-related or otherwise, are NOT automatically included in the rental contract. Please consult your museum representative regarding what is available for use, example: use of the piano.

CSWM&HC Contract: Deposits and Fees

Rental Contract Fee Schedule, Education Hall

Reservation Deposit: At the time of contract signing, to secure the date, a 50% deposit is required for the total rental amount, including rental fees, cleaning fees, and any other fees that may apply.

Discounts: 10% discount for museum members, 15% for lifetime members

Cleaning Fee \$250.00

The cleaning fee covers expenses incurred for providing clean bathroom and kitchen facilities during the event. This is not refundable.

Refundable Security Deposit \$250.00

This deposit will be held until inspection is made to ensure the premises have been cleaned and facility returned to previous condition per CSWM&HC staff. Upon satisfactory inspection, the deposit will be refunded to Lessee.

If the facility is found to be unsatisfactory an additional \$100.00 fee will be incurred by the Lessee for each additional day necessary, it takes to get it clean. If it is necessary for CSWM&HC to hire a cleaning crew or service after an event, the Lessee will be responsible for any expenses incurred for such, plus any additional 10% charge.

Alcohol Use Fee \$400.00

If alcoholic beverages are going to be served at the function, Lessee must pay the \$350.00 fee.

Insurance, Alcohol, and Liability Requirements

The CSWM&HC does not cover event or alcohol liability.

Liability/Host: The Lessee must provide written evidence of his/her own event insurance coverage (host liability). Check with your insurance provider

Liability Caterer: If the event is being catered, the caterer must provide written evidence of his/her own event insurance coverage (host liability).

If alcoholic beverages are to be sold OR fortified wine - liquor is served during any event, the Lessee is required to obtain from the North Carolina Alcoholic Beverage Control Commission, a special one-time use permit. Check with your caterer to see if they provide this service.

You can apply for a Limited Special Occasion Permit at <http://abc.nc.gov/application/>.
Insurance can be purchased at www.eventhelper.com.

(Alcohol Liability cont.)

A bartender must oversee at all times the dispensing and use of alcoholic beverages on or about the premises and confirm all persons consuming such beverages are above the age of twenty-one (21) years. *Self-serving of alcoholic beverages is not allowed.*

The CSWM&HC reserves the right to make additional requirements in the event of the use of a keg and/or based upon expected attendance at the function.

Proof of insurance coverage must be provided to CSWM&HC no later than one week prior to the event.



Facility Rules & Usage Guidelines

In order to insure that the Premises are properly maintained, the following rules and guidelines shall apply to any request to use the premises:

General Rules & Policies

AVAILABILITY: The Premises shall be available on a first come, first served basis. A signed contract and deposit is required to hold the date.

BUSINESS HOURS: The museum gallery does not close for weddings, receptions, anniversary parties, meetings or for any other special occasions for which the facility may be rented.

The entire museum will always remain open for business during our regular business hours Monday - Saturday 10:00 a.m. – 5:00 p.m. and Sunday 2:00 p.m. – 5:00 p.m.

CONTRACT: The Rental Questionnaire and Rental Contract must be completed, signed and submitted to the Core Sound Waterfowl Museum & Heritage Center in order to guarantee the reservation will be held. A security deposit of 50% of the total fee is required at the time the rental contract is submitted. The reservation will not be guaranteed without a security deposit. The balance of the rental fee must be paid in full at least 30 days prior to the date(s) of the event date.

Any school, church, government agency or non-profit group that reserves the building is required to read and adhere to the rules and regulations. They are also required to complete and sign the Rental Questionnaire and Rental Contract with an agreed-upon donation amount.

FAILURE TO COMPLY: If the Lessee fails to comply with any of the terms and provisions of this contract, then all of its rights hereunder shall terminate at once and the Lessor may impose a damage fee to the Lessee.

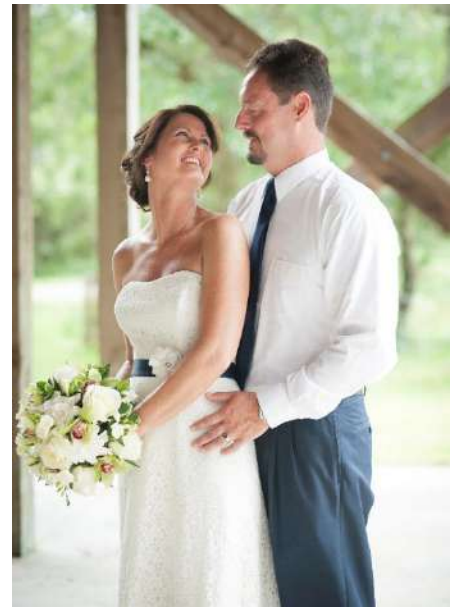
CANCELLATION POLICY: Lessor agrees to reserve requested date(s) for Lessee. In the event of a cancellation by Lessee, a thirty (30) day notice is required, at which time 50% of the total deposit will be refunded. If cancellation is made within 30 days of the rental period, there will be no refund of deposit.

RESPONSIBILITY: The Lessee and/or one of the Lessee's appointees must be present at all times during the event. Lessee should notify museum staff who his/her appointees are and how they can be contacted at any time during the rental period.

LAWFULLNESS: The Lessee agrees not to engage in or permit the premises to be used for any unlawful or offensive purpose, and will only be used for the purpose stated on the Rental Contract.

FIRST AID: In the event of minor injuries, a first-aid box is available in the kitchen area. In the event of a major injury call 911 and notify museum staff as soon as possible.





Facility:

FIRE EXITS: Blocking fire exits is prohibited. **There must be a minimum four (4) feet of clearance area in front of all marked / lighted exit signs – doors and a clear, unobstructed path to every fire exit shall be maintained.** Museum staff will measure and monitor this fire code requirement.

DECORATIONS/DISPLAYS: Due to the nature of our exhibits, we require that nothing be posted, taped, nailed, screwed or otherwise attached to exhibit graphics, artifacts, display cases, any other parts of the building, furnishings or surroundings. Alterations to walls, ceilings or posts with nails, tacks, any metal articles, tape or alterations to the ceiling are absolutely prohibited.

EXHIBITS: No exhibits (or access to exhibits) shall be moved, covered, blocked or hindered in any form or fashion at any time.

The grand piano located in the Community Hall area shall not be moved. This area is not included in the rental space. The piano may be played if permission is granted before the event.

The children's play area (beyond the walls in the Education Hall) is not part of the rental area and will remain in place during the event.

Please discuss decorations and floor plans on each walk-through with museum staff before the event. A floor plan is included in this packet for reference.

Chairs / pews used outside may not be moved inside.

MUSEUM GALLERY: Upon request, the Exhibit Hall may be opened for limited times during the event. Monitoring of food, children and security is required and must be discussed with museum staff prior to the event.

CHILDREN: Children must be supervised by adults at all times. The Lessee assumes all responsibility for any damages caused by any children during the time period stated on the rental contract.

DAMAGES: If damages or breakage occurs, an inspection shall be performed by CSWM&HC Staff and/or an insurance adjuster to determine the total cost of repair and/or replacement of said damages, or breakage. Lessee(s) is responsible for all replacement/repair costs.

LESSEE'S LOSSES / DAMAGES: The CSWM&HC (Lessor) assumes no control over the manner or method of the operation by the Lessee of the undertaking herein provided for, or the employment of the Lessee's personnel. The CSWM&HC (Lessor) will not be liable for the loss of or damage to any article belonging to the Lessee regardless of whether such loss or damage is due to the negligence of the Lessor, its officers, agents or employees. The CSWM&HC (Lessor) will not be liable for the loss of or damage to any property handled by the Lessee in the operation of the premises, nor will the CSWM&HC (Lessor) be liable for any injuries to persons or property sustained as the result of anything done or not done by the Lessee.

SMOKING: Smoking is prohibited in or about the premises at any time.

OPEN FLAMES: Open flames are prohibited per county fire code.

Candles used in a "Unity Candle" ceremony are allowed during the ceremony only. Battery-operated candles / candelabras are recommended for weddings, receptions or any other event requiring a candle / candelabra.

Tiki torches are not permitted (inside or outside of the building). No open flames of any kind are allowed on the grounds for outside events.

SEATING: **CSWM&HC FOLLOWS ALL CDC GUIDELINES.** The maximum seating capacity for any event shall be no more than two-hundred fifty people (250) theatre style or one-hundred fifty people (150) banquet style. The seating area shall be confined to the Education Hall area. The maximum attendance for any event shall be no more than three-hundred people (300.)

WEDDING PARTIES: The Conference Room located upstairs in the office area is available for bridal parties who want to change at the museum. Additional space upstairs is available upon request.

Please note that very limited amounts of food / drink are allowed upstairs in the Conference Room.
NO food or drink is allowed in the Library, Research Room or anywhere else in the Exhibit Hall.
Please make your party aware of this rule.

RENTAL EQUIPMENT: The museum is not liable for any damages to rental (or any other) equipment. The rental company must pick up all of their equipment immediately following the event or by Monday in the case of a weekend event. All rental equipment must be placed in a neat, orderly fashion immediately following the event.



Food / Beverages:

RESTRICTED FOOD SERVICE AREAS: Food/drinks are allowed only in Kitchen, Education Hall, Snack Bar area, Jean Dale Pavilion and porches. There shall be no food or beverages allowed in the Exhibit Hall at any time. The Exhibit Hall includes the Downstairs Gallery, Museum Store, Library, Research Room, Community Exhibits on second floor, the tower and the elevator.

KITCHEN: For events that involve the use of the kitchen for preparing and serving food, the Lessee shall bring all supplies, including paper and storage supplies, needed for that event. For example, paper towels, aluminum foil, saran wrap, carry out plates, storage bags, etc. It is also advised that the Lessee bring kitchen towels and wash cloths, as we have a very limited supply. *If our supply is used, the dirty linens MUST be laundered and returned to the museum within three (3) days.*

Music

Music providers, such as bands and Disc Jockeys (DJs) need to check with museum staff to clear the location of circuits they plan to use for power to avoid any overloads.

Any and all sound systems must be provided by the DJ or band playing at the event. The museum does not provide a sound system.

The DJ or band will announce "last call" 30 minutes prior to the close of the event. Weekend rental by 10:00pm or one day rental by 9:30pm.

Rental Information: must be filled out entirely
CORE SOUND WATERFOWL MUSEUM & HERITAGE CENTER
Rental Contract (Page 1) Please complete all questions.

Date of Event: _____

1. Name(s) of person(s) responsible for payments and liabilities: _____

2. Phone number(s) _____ Email _____
3. Type of event: _____
4. Will alcohol be served? _____ Beer & Wine _____ Liquor _____
5. Copy of the permit submitted (liquor / fortified wine?) _____
6. Copy of the event and alcohol liability insurance policy. _____
7. Please provide name and phone number of D.J. or band and when they are expected to arrive.

8. If this is a ticketed event, where will the tickets be sold?

9. Do you plan to use the museum tables and chairs? _____
10. What day and time do you plan to set up? _____
11. What day and time is the actual event? _____
12. What is your clean-up plan? Who will be assisting? _____

In consideration of the Core Sound Waterfowl Museum & Heritage Center (The Lessor) allowing Lessee, his guest, invitees, employees, agents, to occupy and use the premises on the date(s) referenced above, Lessor agrees to abide by the rules and regulations of Lessor regarding the use of the premises (a copy of said Rules and Regulations are attached hereto and made a part hereof,) and at all times be responsible for the actions of his guests, invitees, employees and agents on and about the Premises. The Lessee further agrees to defend, with counsel satisfactory to the Lessor, and completely indemnify and hold Lessor forever harmless from and against any and all liabilities, fines, suits, claims, demands, actions, causes of action, losses, costs (including attorney fees), damages, judgments, expenses of any kind or character whatsoever, due to or arising out of (a) any damage to, loss, or destruction of any property arising directly or indirectly out of Lessee's use of the Premises; and/or (b) any injury to any person, including death, resulting at any time, occurring in or about the Premises and arising out of, directly or indirectly, Lessee's use thereof. Lessee indemnification obligations shall extend to and be deemed to cover the actions of his employees, agents, guests and invitees.

In the event that the Lessor is made a party to any action or proceeding in which Lessee is required to defend pursuant to the provisions of this Agreement, the Lessor shall have the right to appear and take part in the action or proceeding by legal counsel of its choice at Lessee's expense.

Lessee shall also completely indemnify Lessor as to all cost and expense incurred to enforce the terms, provisions, conditions and covenants of this Agreement, including but not limited to collection of attorney's fees. Lessee hereby assigns any liability insurance policy that he maintains which is required by satisfy Lessee's obligations under this Agreement.

(Signature of Lessee) Date _____

(Signature of Core Sound Waterfowl Museum & Heritage Center Representative) Date _____

Date and Type of Event: _____

Date and description of set up (including early entry if applicable:) _____

Date and plan/schedule for clean up: _____

Caterer's Name _____ Phone Number(s) _____

DJ or Band Name _____ Phone Number(s) _____

Rental Company _____ Phone Number(s) _____

Space(s) to be Used: Community Hall _____ Kitchen _____ Board Room _____ Porches _____

Grounds _____ Conference Room _____ Jean Dale Pavilion _____ Other _____

Number of Chairs to be used: _____ Rectangular Tables _____ Round Tables _____

Lessee Information (Person Responsible)

Name: _____

Company /Organization: _____

Address: _____

Home Phone () _____ Cell () _____ Fax () _____

Email _____

Additional Contact / Phone _____

Date of Event: _____

Charges and Fees

Rental Fee	\$ _____	
Discount	\$ _____	
Cleaning Fee	\$ _____	
Security Deposit	\$ _____	<i>(Full Refund Upon Inspection)</i>
Alcohol Fee	\$ _____	
Thursday Early Entry Fee	\$ _____	
Total Fee Due	\$ _____	
50% Deposit Paid	\$ _____	Date Paid: _____
Balance Due by _____	\$ _____	Date Paid: _____

Method of Payment (deposit) _____ (Copy / Receipt attached)
 Method of Payment (balance) _____ (Copy / Receipt attached)

ADDITIONAL NOTES: _____

I certify that I am the authorized and responsible party or representative; that I have received, read and understand the rules for use; and I will comply with the regulations, policies and fees for the reserved area and time period.

(Signature of Lessee) (Date)

(Name of group or organization, if applicable)

(Authorized Museum Representative) (Date)

WEDDING RENTAL CLEAN-UP NOTES AND CHECKLIST:

Upon arrival, please make note of where things are so that you will be familiar with “what goes where” after the event.

Notes re a Weekend Rental Timeline:

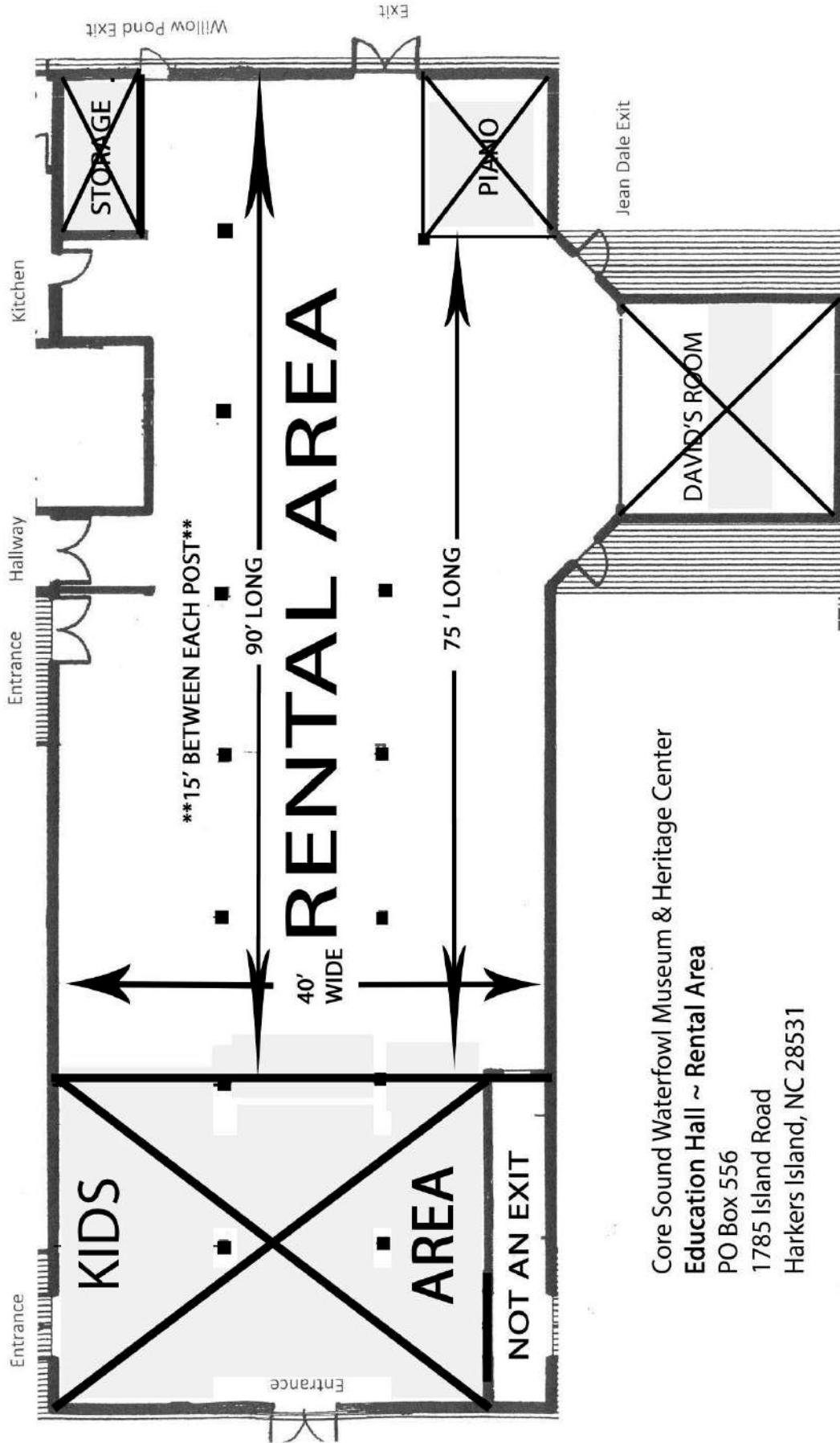
- **THURSDAY OPTION:** Thursday use of the Education Hall is possible for an additional fee. See price list. If the rental company or the family needs to drop off linens, supplies, etc. on Thursday there is no charge. If families want to begin decorating during the day or evening, the additional fee applies.
- **FRIDAY:** Decorating for weekend weddings usually begins Friday morning, 9 am. If an early time is needed, please let us know. This applies to outside spaces also. (Note: Be mindful of the weather. There is no security outside.) Lessee is responsible for the careful take-down of the overhead indoor banners (if desired) and reinstallation of all banners after the event. Please consult staff when removing / reinstalling the banners.
- **FRIDAY EVENING:** Please make note on the application if the rehearsal dinner is taking place at the Museum (inside or out) and who will be handling that food, cleanup, etc. We will work with you on the scheduling but please let us know the times you will need so someone from the Museum Staff can be there for the evening.
- **SATURDAY:** The day of the wedding we can meet you anytime that morning to get in the building, just let us know. Someone from the Museum staff will be onsite throughout the time of the rental.
- **During the day,** wedding attendants should remain upstairs while getting ready. If they need to reach someone in the Ed Hall, please use the kitchen stairs. Please refrain from circulating through the Museum Gallery. Children should be attended to at all times.
- The **Museum Gallery** will be open with Museum Staff monitoring during the first hour of the wedding and reception.
- The **wedding and reception should end no later than 10 pm** with cleanup of the Education Hall and porches **completed by 12 midnight**.
- **SUNDAY:** Sunday's should be for picking up decorations only. All cleaning and putting things back in place should be completed Saturday night. Rental companies will pick up their items, usually on Monday.

CHECKLIST FOR CLEAN-UP SATURDAY EVENING BEFORE LEAVING:

- Gather and pack all decorations. (It is advisable that all boxes and storage containers be left in the electrical building for easy access upon breakdown.)
- Remove linen, shake crumbs OUTSIDE and bag for the rental company or to take home if they belong to the family.
- Tables and chairs returned to the racks. Please check to make sure they are clean before storing.
- Carpet must be vacuumed and the tile floor swept w/ any spills wiped up.
- If the overhead banners are taken down, they must be reinstalled.
- Children's area needs to be returned to its original organization. If children have been using this area, please wipe down tables.
- All food must be removed from the kitchen, coolers and freezers. If food is left, it should be packed, wrapped and ready for quick-pickup on Sunday.
- All serving pieces, utensils, supplies and paper products should be removed or made ready for easy pickup on Sunday.
- Kitchen counters, stoves and sinks should be wiped down, all borrowed utensils washed, dried and returned to its original location. Kitchen floors should be swept and any spills wiped down.
- All trash should be in the dumpster before leaving.
- Downstairs bathrooms need to be checked for items left behind.
- Upstairs boardroom and bathrooms need to be checked, trash bagged and everything returned to where it was found.

SUNDAY PICKUP / time to be determined at closing the night before:

- Please check porches and grounds for trash and belongings left behind the night before.
- All belongings need to be out of the building before the Museum opens at 2 – unless prior arrangements have been made.



Core Sound Waterfowl Museum & Heritage Center
 Education Hall ~ Rental Area
 PO Box 556
 1785 Island Road
 Harkers Island, NC 28531

AVAILABLE TABLES
 (8) - 5' ROUND
 (+/- 23) - 6' PLASTIC TABLES
 (1) - 4' ROUND

EXHIBITION AREAS MAY NOT BE BLOCKED OFF OR COVERED
 THE PIANO STAGING, DAVID'S ROOM, KID'S AREA
 ARE UNAVAILABLE, THE CONTENTS MAY NOT BE MOVED.

1/2020