



Washington Civic Center Rental Policy

1. Reservations for any part of the building will be made through the office of the Washington Civic Center between the hours of 9 am and 4 pm, Monday through Friday. The Civic Center will be shown by appointment.
2. Usage of the Washington Civic Center will be scheduled on a first come, first served basis.
3. In order to secure a reservation, a person must be eighteen years of age. This person or a representative of their group or organization must be present during the use of the building.
4. The Civic Center shall be available for rental under the following conditions:
 - To all non-profit organizations, provided that if sales or merchandising is to take place, the sponsoring organization certify they are not the agent of an outside merchandiser.
 - To individuals for social events, and for meetings of organizations of which the sponsoring individual is a member, provided no sales or merchandising is to take place, and no fees are charged for attendance.
 - To for-profit businesses or organizations for the purpose of management or employee meetings, training, shareholder meeting, or other activities at which no sales or merchandising is to take place, and for which no fees are charged for attendance.
 - To for-profit businesses or organizations for the purpose of conducting trade fairs or other types of trade shows, where sales and merchandising will take place, provided that registration for space is open equally to all who qualify.
 - To established for-profit businesses or organizations with a storefront or plant within Beaufort County, for activities at which direct sales and/or merchandising will take place.
 - To all for-profit businesses or organizations for the purpose of presenting educational events such as lectures and workshops for which admission fees are charged, and where merchandising of materials related to the event takes place.
5. RESERVATIONS – To secure the reservation, a security deposit equal to ½ the rental fee shall be paid in advance of the rental date, and within two (2) business days of making the original reservation request. A security deposit is not required in order to reserve any meeting room. The security deposit will be refunded, after satisfactory inspection following the event, within three weeks.
6. CANCELLATION – Once a reservation has been confirmed by security deposit, as set forth in item #4 above, a cancellation notice, in writing, is required for an event to be removed from the books. Cancellation within one month (30 days) of the scheduled rental automatically forfeits deposit paid and full rental payment will be required. Refunds will be made within three weeks of receipt of the request for cancellation, according to the following schedule: There will be no refund of deposit if cancellation occurs less than 90 days before the event; 50% refund of deposit if cancellation occurs more than 90 days but less than 120 days before the event; 100% refund of deposit if cancellation occurs more than 120 days before the event.
7. CHANGES TO RESERVATION – Changes to the original rental agreement must be made no less than 90 days prior to the event. There will be no rate adjustment for changes made within the 90-day period.

8. ALCOHOL USAGE – No alcoholic beverages will be served without special permission by management of the Washington Civic Center. Washington Civic Center and the Washington Tourism Development Authority reserve the right to refuse this permission or restrict the hours during which alcohol may be served. Necessary permits and applications will be required. Please see Alcohol Use Policy.
9. If alcohol is being served at any event, the renter will be required to show proof of insurance coverage. Special events insurance policies can be obtained through most licensed insurance agents. Please see Item 12 on the Washington Civic Center Lease Agreement for specifics.
10. SET UP – All set up and take down will be the responsibility of the person or organization who secures the reservation. For an additional fee, Civic Center staff will set up and break down tables and chairs for your event. Renter is responsible for removal of all decorations and personal property at the end of the scheduled event. All trash must be removed from building at the end of the scheduled event.
11. STAFF – An employee of the Washington Civic Center must be present during all activities conducted at the Washington Civic Center. Staff time up to 8 hours is included in the rental fee for rental of all spaces for a full day rental. Staff time beyond 8 hours will be charged at \$12 per hour. Staff time will be charged for ½ (half) day rentals at \$12 per hour for events scheduled after 5 PM and on weekends.
12. RENTAL TIMES – Rental period ends at time indicated on signed contract. If building is occupied beyond the contracted rental period applicable staff fees will be charged to the renter.
13. CLEAN-UP – Cleaning fee is included in the rental price. The renter should remove trash at the end of the event.
14. TABLES & CHAIRS – Use of tables and chairs owned by the Washington Civic Center is included in building rental fee. Civic Center staff is knowledgeable of local rental companies and will provide necessary information for the additional needs of the renter.
15. PARKING – Renter receives the right to 44 parking spaces in the Civic Center parking lot. If the lot needs to be blocked, these arrangements can be made through the Civic Center staff.
16. SPECIAL EQUIPMENT – Use of stage lighting, PA system and other audio visual equipment is available to renter for an additional fee.
17. EVENT PUBLICITY – If the event is a public event (open to the public), an event description is requested that shall include: a 60-word description, public contact information, admission fees, and hours of the event. This information will be used to promote the event through the online public calendar of events and Cable Channel 9.
18. EMERGENCY USE POLICY – The Washington Civic Center is designated as an Emergency Recovery Center for emergency crews during hurricane situations. Should an event fall during a time when the facility is being used in an emergency capacity, all deposits and rental fees will be refunded.
19. CATERING – Civic Center Management should be informed about all catering arrangements. Caterers hired by renter must schedule and complete a pre-event walk-through of the facility no less than seven (7) days prior to the event.
20. SMOKE FREE – The Washington Civic Center is a smoke-free facility.
21. PUBLIC SAFETY – At all times, public safety and welfare shall be the priority of the renter. The Washington Civic Center and the Washington Tourism Development Authority reserve the right to deny the use of the Civic Center based upon the health, safety and welfare of the user, invited guests or general public as well as the protection and security of the building.

Washington Civic Center Rental Rates & Fees

	DAY (16 hrs.)	½ DAY (8 hrs.)
Entire Building	\$1000	\$500
Pamlico Ballroom & Kitchen	\$700	\$400
Belk Bracy Gallery & Kitchen	\$500	\$350
Pamlico Ballroom	\$500	\$250
Belk Bracy Gallery	\$300	\$200
Catering Kitchen**	\$100	\$75
Leff Room (35)	\$125	\$75
Gibbs Room (15)	\$75	\$50
Van Norden Room (10)	\$55	\$40

***When rented in conjunction with any of the meeting rooms.*

Package Pricing

Package pricing includes a full day rental, 8 hours of staff time, PLUS use of round tables and white chairs to seat 160 people.

Entire Building	\$1500
Pamlico Ballroom & Kitchen	\$1200

Other Rates

	Rates
60' Round Table (20 available)	\$6.50
White folding chair (160 available)	\$2.50
Stage Lighting	\$50
LCD Projector & Screen	\$75
TV/VCR/DVD	\$25
PA System	\$45
Set-up and Break-down (meetings)	\$100
Staff Time	\$12/hr.

Rates & Fees Amended 11-17-11

Included Amenities

33 - 8' rectangular tables

300 chairs

Catering Kitchen (if rented)

Double Oven

Commercial Microwave

Commercial Dishwasher

Commercial Refrigerator

Ice Maker

Updated 11-28-11