



# RENTAL APPLICATION

TODAY'S DATE: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

NAME/TYPE OF EVENT: \_\_\_\_\_

START TIME OF EVENT: \_\_\_\_\_ END TIME OF EVENT: \_\_\_\_\_  
200 Maximum Capacity

SETUP TIME FOR EVENT: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_

NAME OF RENTER: \_\_\_\_\_

RENTER'S ADDRESS: \_\_\_\_\_

PHONE: (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_ (WORK) \_\_\_\_\_

EMAIL: \_\_\_\_\_

TAX EXEMPT NUMBER (NON-PROFIT ORGANIZATION ONLY): \_\_\_\_\_

WILL ALCOHOL (BEER AND/OR WINE) BE SERVED? YES \_\_\_\_\_ NO \_\_\_\_\_

The Carolina Center at Corporate Drive LLC has both North Carolina ABC Retail Beer and Wine Permits and is the sole provider of these beverages for on-premises events. A permit may be issued to a **nonprofit organization or a political organization** to serve wine and malt beverages at a ticketed event held to allow the organization to raise funds. This application is available online - <http://abc.nc.gov/Permit/SpecialPermits>. Only beer and wine is allowed at the Carolina Center at Corporate Drive, LLC. **No spirits (hard liquor) are allowed to be served or consumed at the Carolina Center at Corporate Drive, LLC.** All present during the time of rental use of the building who consume any alcoholic beverages must be 21 years of age or older.

WILL FOOD BE SERVED BY A CATERER? YES \_\_\_\_\_ NO \_\_\_\_\_

NAME OF CATERER: \_\_\_\_\_

THIS APPLICATION SERVES AS A REQUEST FOR RENTAL SPACE AT THE CAROLINA CENTER AT CORPORATE DRIVE, LLC. A REPRESENTATIVE OF THE CAROLINA CENTER AT CORPORATE DRIVE, LLC WILL CONTACT YOU TO CONFIRM YOUR RENTAL. **A \$100 NON-REFUNDABLE DEPOSIT MUST ACCOMPANY THIS APPLICATION. 50% OF THE BALANCE IS DUE WITHIN 30 DAYS OF APPLICATION APPROVAL, WITH THE REMAINDER OF THE BALANCE AND A \$300 (REFUNDABLE) SECURITY DEPOSIT DUE NLT 15 BUSINESS DAYS PRIOR TO THE EVENT. FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN AUTOMATIC CANCELLATION OF THE EVENT.**

## Early Access Policy **+++++PLEASE READ+++++**

The Carolina Center at Corporate Drive LLC cannot guarantee availability of the facility the day/night prior to your event. If access is required ahead of your scheduled event, it is highly recommended that you also reserve the day before to ensure facility/staff availability. This can be accomplished at a reduced daily rate (see RENTAL RATES above). In certain limited situations, access to the facility for rehearsals, decorating and other preparations can be arranged for a fee of \$75/Hour. This option is only available within the 48-hour period prior to the scheduled start of your event to ensure facility/staff availability. Please consult a representative of the Carolina Center for details.

**RENTAL RATES (EFFECTIVE OCTOBER 25<sup>TH</sup>, 2018 UNTIL FURTHER NOTICE)**

**MAIN BALLROOM, PRE-FUNCTION ROOM, MEETING ROOM AND CATERING KITCHEN (MAX CAPACITY 200)**

SATURDAY	9AM-12AM (15 HOURS)	\$1200	Non-Profit Organization* \$950
FRIDAY	9AM-12AM (15 HOURS)	\$950	Non-Profit Organization* \$750
FRIDAY <u>AND</u> SATURDAY	9AM-12AM (15 HOURS EACH DAY)	\$1800	Non-Profit Organization* \$1500
SATURDAY <u>AND</u> SUNDAY	9AM-12AM (15 HOURS EACH DAY)	\$1650	Non-Profit Organization* \$1350
SATURDAY <u>AND</u> SUNDAY	9AM-12AM (15 HOURS) SAT & <b>8 HOURS</b> SUN	\$1500	Non-Profit Organization* \$1250
SUNDAY THRU THURSDAY	9AM-12AM (15 HOURS)	\$800	Non-Profit Organization* \$650
SUNDAY THRU THURSDAY	8 HOURS	\$650	Non-Profit Organization* \$500

\*Tax Exempt Number required at time of reservation for discounted rate

**PRE-FUNCTION ROOM, MEETING ROOM AND CATERING KITCHEN (MAX CAPACITY 60)**

SUNDAY THRU THURSDAY	\$50 PER HOUR / 4 HOUR MINIMUM
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**MEETING ROOM (MAX CAPACITY 20)**

SUNDAY THRU THURSDAY	\$35 PER HOUR / 4 HOUR MINIMUM
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The above rates include tables and chairs (linens/chair covers are not provided)

Setup and Breakdown must be completed within the contracted rental hours unless other arrangements have been made e.g. "Early Access Policy" discussed earlier on this application. The Carolina Center at Corporate Drive, LLC facility must be vacated by the renter, guests and all associated vendors e.g. caterers, disc jockeys, photographers, etc. no later than 12AM as per the Pasquotank County Commerce Park covenants.

**I/WE HAVE CAREFULLY READ AND UNDERSTAND THIS DOCUMENT AND I/WE AGREE TO ABIDE BY ALL OF THE CONDITIONS SET FORTH IN THIS APPLICATION AND I/WE HAVE READ AND AGREE TO ABIDE BY THE RULES TITLED "THE CAROLINA CENTER AT CORPORATE DRIVE, LLC RENTAL AGREEMENT AND CONTRACT". I/WE HAVE ALSO READ AND UNDERSTAND THE "EARLY ACCESS" POLICY STATED ABOVE.**

**RENTER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Signature of individual or authorized representative of organization

**PRINT NAME:** \_\_\_\_\_

**The Carolina Center at Corporate Drive, LLC • 110 Corporate Drive • Elizabeth City, NC 27909**

**Phone: (252) 331-7723 • Email: [BookYourEvent@TheCarolina.Center](mailto:BookYourEvent@TheCarolina.Center)**