



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 on next page). In certain limited situations, access to the facility for rehearsals, decorating and other preparations can be arranged for a fee of \$75/Hour (2 hour minimum/4 hour maximum). This option is only available within the 72-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 September 3rd, 2019 UNTIL FURTHER NOTICE)

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

SATURDAY	9AM-12AM (15 HOURS)	\$1300	Non-Profit Organization* \$1000
FRIDAY	9AM-12AM (15 HOURS)	\$950	Non-Profit Organization* \$750
FRIDAY <u>AND</u> SATURDAY	9AM-10PM FRI & 9AM-12AM SAT	\$2000	Non-Profit Organization* \$1700
SATURDAY <u>AND</u> SUNDAY	9AM-12AM SAT & 9AM-10PM SUN	\$1800	Non-Profit Organization* \$1500
SUNDAY THRU THURSDAY	9AM-12AM (15 HOURS)	\$950	Non-Profit Organization* \$750
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)

MONDAY THRU THURSDAY	\$50 PER HOUR / 4 HOUR MINIMUM
----------------------	--------------------------------

MEETING ROOM (MAX CAPACITY 20)

MONDAY THRU THURSDAY	\$35 PER HOUR / 4 HOUR MINIMUM
----------------------	--------------------------------

All of 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

Please visit our website at <https://thecarolina.center/>