



Thank you for your interest in renting from the Ocean Isle Museum Foundation, Inc. for your special event. Please contact us with any questions. We look forward to hosting your event!

Rental Agreement

Two Great Facilities!!

Museum of Coastal Carolina

21 E. 2nd Street

Ocean Isle Beach, NC 28469

<http://museumplanetarium.org/facility-rental/>

Ingram Planetarium

7625 High Market St.

Sunset Beach, NC 28468

<http://museumplanetarium.org/facility-rental/>

Joyce Houle

Rental Coordinator

business@museumplanetarium.org

910.579-1016 (p)

910.575-4770 (f)

Note: Applicable prices are those in effect on the date an event is booked and are subject to change.

Ocean Isle Museum Foundation (Museum of Coastal Carolina or Ingram Planetarium)

Rental Agreement: Effective January 1, 2018



Facility Rental Conditions

Museum Business Hours

Winter/Spring Jan – Memorial Day weekend	10 a.m. to 3 p.m. Fri. and Sat.
Summer – Memorial Day weekend to Labor Day weekend	10 am–7 p.m. M through Th; Fr 10 am–5 pm and Sat. 10 am–1:30 pm
Fall – Weekend after Labor Day to New Year’s	10 am – 3 pm Th., Fri., and Sat.

Planetarium Business Hours: (Closing hours vary and rentals must be approved with rental coordinator)

Winter/Spring Jan – Weekend prior to Memorial Day	Doors open at 11:30 am and close at varied times
Summer – Memorial Day weekend to Labor Day	Doors open at 10:30 am and close at varied times
Fall – Weekend after Labor Day to New Year’s	Doors open at 11:30 am and close at varied times

The museum and planetarium reserves the right to charge a Holiday Premium Fee for events occurring on or near holidays. Please contact the Rental Coordinator for specific dates. Evening events may begin following the facility’s public closing. NO early set-up is allowed. The event set-up, cleanup and breakdown are to be completed within the contracted time frame. Events must conclude no later than 12 a.m., including clean-up. All wedding rehearsals need to be scheduled Monday-Friday based on availability with immediate wedding party only. Prior arrangements must be made for rehearsals so please contact the Rental Coordinator.

Exceptions and Restrictions: (1) Non-profit, private and commercial users may rent the designated spaces subject to museum and planetarium availability and approval. (2) The primary concern of the museum/planetarium is the safety and well-being of our guests and the animals in our care. To support these concerns and to insure the overall safety and needs of the renter group, the museum reserves the right to move or terminate the location of any event. (3) Patrons may not book the facility for the purpose of renting to another party (“third-party rental”). Third party rentals will result in the loss of rental privileges for all parties involved.

Observers: The museum/planetarium reserves the right to bring potential renters in during an event for discreet observation.

Museum of Coastal Carolina Rental Prices

The following are basic options for your special occasion. Each event will be structured to meet your needs and expectations. Events may not exceed 12:00 a.m. including clean up time.

Note: Events **open to the public** must also complete the Town of Ocean Isle Beach Group Activity Application for town approval. Go to: <http://www.oibgov.com/files/documents/GroupActivity-OutdoorPerformancesandEvents1313114806012816AM.pdf>
Once approved, a copy must be submitted to the Museum of Coastal Carolina to accompany the rental agreement.

Entire Museum Rental

The Museum of Coastal Carolina allows for the rental of the Entire Facility with a diverse use of rooms and can accommodate a very large event. Imagine the flexibility of your guests as they stroll through the entire Museum during your special event. This rental includes the magnificent Ocean Reef Gallery, the mesmerizing Sea Shore Gallery, the Changing Tides, Barrier and Coastal Galleries including the Hayden O’Neil lecture hall. You can use any gallery or the lecture hall for food set-up: buffet style stations or dining tables. The event space can be set-up for a reception, seated dinner, dancing, beverages, etc. The event space must be returned to its original set-up during clean-up and exhibits are not to be utilized as tables.



Base Fee: \$700 (5 hrs)

Additional Time: \$100 per hour (up to 2 hours; \$150 for additional hours after 10 pm)

Security Deposit: \$200

- 5 hour event with up to 570 strolling guests or unlimited seating downstairs to capacity.
- Event rental time must include set-up, event and clean-up.
- All galleries are open with this rental (except Touch Tank - open the first event hour only)
- Food and beverages are permitted throughout the museum. (Exhibits are not to be utilized as tables)
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Hayden O'Neil Learning Center (HOLC) Rental Only

This area includes the learning center, lobby and rest rooms only. Additionally, there is use of the kitchenette which has a refrigerator, microwave, sink with running water, and some catering space. Renters are required to utilize their own products and utensils. Food and beverages may be served and consumed only in the HOLC.

Base Fee: \$200 (2 hrs)

Additional Time: \$75 per hour (over 2 hours \$150 per hour surcharge after 10 pm.)

Security Deposit: \$200

- 2 hour event with seating capacity of 147 standing only event, 105 chairs only event, and 49 for a sit-down tabled dinner.
- Event rental time must include set-up, event and clean-up.
- Food and beverages may be served and consumed only in the HOLC.
- Tables on site are included in this rental (linens are not provided).
- The event space must be returned to its original set-up during clean-up.
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Museum Parking Lot Rental Only

Some off site events wish to rent our parking lot. Guests will need to park only in the museum parking lot rented area and enter and exit at 2nd Street.

Note: Events requesting use of the parking lot for other than parking must also adhere to the Town of Ocean Isle Beach Group Activity Application at <http://www.oibgov.com/files/documents/GroupActivity-OutdoorPerformancesandEvents1313114806012816AM.pdf>

Base Fee: \$200 (5 hrs)

Additional Time: \$50 per hour (up to 2 hours)

Security Deposit: \$100

- 5 hour rental of parking lot - use of cars only
- Event requiring the close of the museum facility will be determined on an individual request basis with pricing accordingly.
- Vehicles may not be left on the premises beyond the close of rental time; otherwise, vehicles will be subject to tow.
- No alcohol is allowed when renting the parking lot.
- Security deposit is separate from fees and is non-refundable if event is cancelled.



Ingram Planetarium Rental Prices

The following are basic options for your special occasion. Each event will be structured to meet your needs and expectations. Events may not exceed 12 am.

Entire Ingram Planetarium

This venue allows access to the entire Planetarium (Planetarium Dome Shows are an additional fee). The event must be held during non-business hours. The science hall will be open during the event. Food and beverages may be served and consumed only in the science hall and foyer. (NO FOOD MAY BE TAKEN IN THE DOME AREA)

Base Fee: \$600 (5 hrs)

Additional Time: \$100 per hour over five hours

Hours after 10 pm: \$150/hr

Security Deposit: \$200

- Event rental time must include set-up, event and clean-up.
- Food and beverages are permitted throughout the science hall and lobby only. (Exhibits are not to be utilized as tables)
- If dome show is added to rental, an additional per show price is \$3 per person (two and under free). To add a dome show to your planetarium rental, please see the section Add-Ons and Extras in the next section.
- If utilizing projection system for presentation, outside equipment is not permitted to be hooked up to the planetarium equipment. Presentations must be provided to the Planetarium Manager on a USB drive. Previewing at a convenient time prior to the event date is recommended.
- Security deposit is separate from fees and is non-refundable if event is cancelled.

Add-On and Extras (Both Locations)

Tables and chairs are available for indoor use with the rental, with the exception of the bistro (cocktail) tables and linens. If the client would like to use chairs for a ceremony, reception, etc., but needs exceed the 115 chair limit, the client must rent additional chairs. Chairs available are gray metal folding chairs only. Linens may be rented from the museum for an additional charge or rented from an outside vendor. **Please indicate if you plan to rent bistro (cocktail) tables or linens through the museum and how many tables/chairs will be needed for your event.**

Tables Available

- 6' banquet tables (6 available)
- 8' banquet tables (10 available)
- 30" bistro (cocktail) tables (additional fee of \$6 per bistro (cocktail) table)

Linen Rental

Linens may be rented from the museum for an additional charge or rented from an outside vendor. Linen rentals from the museum are **white only** and are available on a first-come-first-serve basis. Linen fees must be listed with the event. **Please indicate if you plan to rent linens through the museum.**

Linens Available

- 6' and 8' table linens – not available
- 120" Rounds (white only) \$13 per linen



Educational Activity (Add-on)

Our staff of educators can be on hand to give educational programs to your participants or their families. While the event is taking place, participants' families can learn about a program regarding our coastal region that comes with an activity. Please inquire with the Rental Coordinator as to availability and prices. (If extensive supplies are required, fee may vary.)
\$5 per person for additional educational activity

Full Dome Show (Add-on) (Planetarium Only)

If renting the planetarium, a full dome show may be added to the Planetarium Rental at a cost of \$3 per person.

Confirmation, Security Deposit, Payments and Cancellation

Confirming a Date: The applicable security deposit and signed agreement must be submitted together in order to reserve the date and time for event. No money will be taken by museum/planetarium prior to receiving a completed, signed contract. Date is not confirmed or guaranteed until contract and deposit are both received by the museum/planetarium. A hold may be placed on our calendar for an event with first right of refusal.

Security Deposit: The security deposit does not go toward rental fees. The security deposit is kept separate from fees in case of damages or incidentals during event. Any remaining deposit will be refunded after event. *The security deposit is non-refundable if client cancels event.*

Deposit Refunds: A refund of the security deposit will be issued if all of the conditions and terms are met as defined by this contract. The refund may take up to 30 days from the time it is requested. The security deposit can be paid with Discover, MasterCard or Visa, cash or check. Hourly fees will be prorated and charged to your account for the time that your event runs over its contractual time. The museum/planetarium reserves the right to charge the rental group additional fees as a result of additional time for extra staff time, excessive cleaning, or incurred damages. Any and all damages incurred will be the responsibility of the rental group and will be subject to forfeiture of the original security deposit in full and any additional charges deemed necessary to restore the facility and its property to its original condition.

Payment: All payments, once received by the Museum/Planetarium are non-refundable if the client cancels event. Fifty percent (50%) of the event balance is due 6 months prior to the contracted rental date. **The final payment must be received 1 month prior to the contracted rental date.** Invoices will be sent at completion of rental agreement, at 6 months prior to contracted event date with updated balances. Payments may be made by check, money order, cash, Discover, MasterCard or Visa and must be paid by the person signing the contract.

Cancellation Policy: Money paid to the museum/planetarium is non-refundable, once received. The exception is the security deposit, which is refunded after the event, and ONLY after the event has been determined to have stayed in compliance with agreement. *The security deposit is non-refundable if client cancels event.* All event cancellations must be submitted in writing.

Hurricane/Natural Disaster Policy: If the island is closed to traffic due to a hurricane or natural disaster, the museum will not host the event. The Rental Coordinator will ask you to reschedule. If you are unable to do so, all money paid will be refunded. If a hurricane, natural disaster, or other extreme emergency threatens the area but road transportation is still allowed by law enforcement, the museum/planetarium retains the discretion to determine whether the museum/planetarium will remain open for the event to proceed.

The logo for the Museum of Coastal Carolina Ingram Planetarium features a blue arc with several small stars above the text. To the right of the text is a larger, stylized five-pointed star.

Museum of Coastal Carolina
Ingram Planetarium

Specific Conditions

- The Rental Coordinator that reviews the rental agreement with you may or may not be the staff working your event. Rental includes event staff and volunteers only during the event.
- Client is responsible for all payment deadlines, understanding that if fees are not paid based on payment schedule listed in this agreement, the museum is not required to host the event; event will be cancelled.
- The rental group is responsible for ensuring the museum/planetarium premises are restored to their original condition immediately following the event's conclusion.
- The caterer and/or rental group are responsible for equipment set-up, breakdown, removal of food and beverages and clean-up within the contracted rental period. A meeting between the Rental Coordinator and a new caterer is recommended before the contracted event. A layout is recommended 30 days prior to your event date.
- The rental group is responsible for rental equipment and goods. The museum/planetarium assumes **no** responsibility for any loss or damage for items rented by the rental group, which are brought to the museum/planetarium. Items left by the renter more than 30 days may be disposed of.
- All centerpieces and decorations (including plants) must have prior approval from the Rental Coordinator. This is to ensure the safety of the event.
- No open flames, sparklers, Chinese lanterns, etc. (All candles must be enclosed in hurricane, votive, etc. where fire is lower than glass or enclosed)
- No live animals, including dogs and other pets in ceremonies and fish in centerpieces or as favors.
- No balloons as decorations.
- No rice for the bride and groom exit.
- Decorations should not be attached to any parts of the building; décor must be free standing.
- Decorations may not impede the operation of emergency equipment, nor block exits.
- The rental group is responsible for having a **"greeter"** at the front entrance of the museum/planetarium. The greeter is to be in place 30 minutes prior to the start time and remain through guests' arrival. The greeter should welcome the guests, ensure that they are event attendants and inform them of special instructions.
- The rental group is responsible for having a **"set-up planner"** at the start of the set-up time. This planner does not have to be a paid event planner, but is to oversee your event set-up time. If your event is a wedding, it is advised this person not be involved in the wedding ceremony. **Event coordination is not the responsibility of the museum/planetarium.**
- The lights in all aquatic exhibits go out at the end of your event hour. The museum/planetarium staff and animals in our care thank you in advance for your consideration in these matters.
- All ticketed events, **must** get **prior approval** by the Rental Coordinator.
- The organization, individual or group responsible for the rental of the museum/planetarium assume all liability during and as a result of the sponsored activity or event.
- The museum/planetarium reserves the right to charge a Holiday Premium Fee for events occurring on or near holidays. Please contact the Rental Coordinator for a date in question.
- The museum/planetarium reserves the right to change and renovate exhibits as needed and/or required. The renter will be made aware of any potential changes in rental space. Renovations and/or changes do not permit a discount on rental or refund of the down payment or any monies already paid.



Please read the following carefully:

- Alcoholic beverages are permitted if approved prior to the event by the Executive Director. The client is responsible for hiring a caterer that has insurance to cover alcohol liability and can provide bartending services. A RASP certified bartender is responsible for the serving of all alcoholic beverages. A renter may also obtain liquor liability insurance.

Please note:

- If alcohol is served, the renter must obtain the proper permits and liability insurance and present them to the Museum four weeks prior to the event.
- The legal drinking age in North Carolina is 21 years old. (Bartenders will card as necessary.)
- Self-serving of alcoholic beverages is **NOT** allowed.
- Open containers may **NOT** leave the premises.
- **Alcohol will not be served for the last 30 minutes of the event, but the bar will remain open to serve non-alcoholic beverages.** The bartender will make the last call at least 20 minutes past the last hour of the event.
- It is the responsibility of the client to work with a caterer who can implement these alcohol related policies.
- For events considering monetary exchange for guests' admittance into an event where alcohol is served, i.e. cash bars, ticket sales, membership fees, donations, etc., client must obtain a Special One-Time Permit through the North Carolina ABC Commission.
- Use of any restricted or illegal substance onsite by or on behalf of the responsible contracted rental party, service providers, and their guests will result in immediate expulsion from the property, event cancellation without refund and notification of the proper authorities and law enforcement officials in accordance with the laws of the state of North Carolina.
- All types of smoking is absolutely prohibited in all indoor areas. The designated smoking area outside the museum is located at the end of the handicap ramp.
- At its discretion, the museum/planetarium reserves the right to limit the event time and/or noise level in approved areas. Client and/or guests may not use areas not previously specified in rental contract. Renters may not loiter outside their approved rental space (specifically lecture hall).
- Rental group and associated service providers (including caterers, musicians, etc.) **must adhere** to the closure times and criteria as specified by the original contract.
- Food service is recommended to be provided and served by a health department inspected, insured and permitted caterer or food service-provider.
- The museum/planetarium appreciates any attempts by caterers and renters to use sustainable products, serve sustainable seafood, and recycle waste products. Please inform us of the recyclable containers you will need.



Museum of Coastal Carolina Ingram Planetarium

Rental Group Information

Event Date: ____/____/____
Month/Date/Year

MON TUE WED THU FRI SAT SUN
Day of Week (Circle one)

Group Name: (ex: Jones * Barnes Reception) _____
(Please disclose the type of event: ceremony only, ceremony and reception, reception only, memorial service, reunion, anniversary, birthday, etc.)

___ Bride ___ Groom Name (if applicable): _____
___ Bride ___ Groom Name (if applicable): _____

EVENT CONTACT INFO

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone #: (____) _____ - _____
Cell Phone#: (____) _____ - _____
Work Phone #: (____) _____ - _____
Email: _____

SECURITY DEPOSIT PAYEE CONTACT INFO

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone #: (____) _____ - _____
Cell Phone#: (____) _____ - _____
Work Phone #: (____) _____ - _____
Email: _____

Set-up Time: _____ to _____ (additional time may be required for extensive set-up)

Event Time: _____ to _____

Clean-up Time: (requires 1 hr) _____ to _____

Signature of this agreement approves all times as indicated

Number attending event: _____ Non-profit: ___ No ___ Yes (501c3 required)

Wedding - Is the ceremony taking place at the museum/planetarium?

___ Yes, my ceremony is taking place at (circle one) museum planetarium
___ All wedding rehearsals need to be scheduled Monday-Friday based on availability with immediate wedding party only. Prior arrangements must be made for rehearsals no later than 30 days prior to event, so please contact the Rental Coordinator.
___ Ceremony Rehearsal Date: _____ (Mon. - Fri. – must be scheduled with Rental Coordinator)



Number attending ceremony rehearsal (estimated) _____ (initial here)
 No, I am planning an outdoor ceremony and the museum/planetarium is my back-up ceremony location.
 Note: If you are planning a 6 pm beach wedding – place on your invitations the following: *(In case of inclement weather, Example: the ceremony will be held at the Museum of Coastal Carolina or Ingram Planetarium at 6:30 pm)*
 Note: If museum/planetarium is to be utilized for the ceremony, set-up time is required and must be part of your normal rental time. We will get your guests in as close to your event start time as possible. If so, make sure the invitation indicates your plan.
 Provide us with a backup layout for the ceremony and make sure all your vendors know the plan.
 I understand a back-up ceremony cannot start at the museum/planetarium prior to set-up _____ (initial here)
 No, I am planning an indoor ceremony offsite.

Having alcohol at your event? Yes No
Is this event open to the public? Yes No

- If yes: (circle all that apply): Beer Wine Champagne Liquor
- I agree to hire a caterer who can supply a bartender who holds insurance to cover alcohol liability listing the museum as “additional insured” at least for \$100,000. _____ (initial here)
- If not using an insured caterer to provide bartending service, I will use RASP certified bartenders. _____ (initial here)
- I agree to purchase liquor liability insurance in the amount of no less than \$100,000 with the Foundation as additional insured. _____ (initial here)

Need A/V equipment? Please contact DJ or band to contract services. Yes No
 Please check what you will require for your event.

Podium (Available for all rentals)
 Internet-connected computer with presentation software (Lecture Hall or Planetarium rentals only)
 Overhead projector with screen (Lecture Hall or Planetarium rentals only)
 Microphone (Lecture Hall or Planetarium rentals only)
 DVD player (Lecture Hall or Planetarium rentals only)
 I have spoken to the rental coordinator about my A/V needs. _____ (initial here)

Using the museum/planetarium’s rental equipment? Yes No

I understand that the renter is responsible for the set-up and breakdown of tables and chairs rented or is part of the rental space from the museum/planetarium and that a layout must be provided no later than 30 days prior to event. _____ (initial here)
 I understand that the museum has only 115 chairs and if I would like to use other chairs for the event, but needs exceed the 115 chair limit, then I must rent additional chairs from an outside vendor. _____ (initial here)

Renting linens from the museum/planetarium? Yes No

I want to rent the museum’s bistro (cocktail) linens for \$13 per linen. _____ (initial here)
 I understand that renting linens from the museum/planetarium are for 10 bistro (cocktail) tables only and are on a first-come-first-serve basis. _____ (initial here)
 I agree to pay the linen fee with the initial rental agreement. _____ (initial here)

This page must accompany a security deposit to reserve a date.



Pricing

Facility venue: Please check venue. Rental includes set-up and breakdown.

- Entire Museum (5 hrs) - \$700 \$ _____
- Hayden O’Neil Learning Center (HOLC) (2 hrs) - \$200 \$ _____
- Museum Parking Lot (5 hrs) - \$200 \$ _____
- Entire Ingram Planetarium (5 hrs) - \$600 \$ _____

Total for Extra Hours (Up to 2 hours): Indicate number of hours extra in space rented.

- Entire Museum - \$100 x # hrs _____ = \$ _____
- Entire Museum (after 10 pm) - \$150 x # hrs _____ = \$ _____
- Hayden O’Neil Learning Center - \$75 x # hrs _____ = \$ _____
- Hayden O’Neil Learning Center (after 10 pm) - \$150 x # hrs _____ = \$ _____
- Entire Ingram Planetarium - \$100 x # hrs = \$ _____
- Entire Ingram Planetarium (after 10 pm) - \$150 x # hrs = \$ _____
- Museum Parking Lot (up to 2 hrs) - \$50 x # hrs _____ = \$ _____

Discount: (by approval only) _____% \$(_____)

Add-Ons and Extras: Please check any add-ons and extras. Must be approved.

- Equipment Rental – Bistros \$6 x # of bistros (up to 10) _____ = \$ _____
- Equipment Rental – Chairs FREE with Rental (up to 115) # of chairs _____ \$ FREE
- Linen Rental – White only 120” Round Linens \$13 x # of linens _____ = \$ _____
- Educational Activity provided: \$5 per person x # attendees’ _____ = \$ _____
- Touch Tank (First Hr. Only) with Rental. \$ FREE
- Please indicated timeframe Touch Tank requested open _____ to _____
- Planetarium Dome Show with Entire Planetarium rental: \$3 x # of attendees _____ = \$ _____
- Please indicated dome show start time: _____

Security Deposit: Please check chosen venue. Security Deposit is separate and is not included in the rental fee.

- Entire Museum - \$200 \$ _____
- Hayden O’Neil Learning Center - \$200 \$ _____
- Museum Parking Lot - \$100 \$ _____
- Entire Planetarium - \$200 \$ _____

TOTAL PACKAGE PRICE – (Total Rental, Add-Ons and Deposit): \$ _____

Refundable Security Deposit Paid: \$ _____

Cash Check Discover MasterCard Visa

To make credit card payment by phone call: (910) 579-1016



PHOTO RELEASE AND CONSENT

I hereby give my consent to the Ocean Isle Museum Foundation, Inc. (OIMF) to use my photograph(s) for the purpose of promoting the missions or activities of OIMF. I understand that the photograph(s) will remain property of OIMF and may be distributed for the use by media without restriction.

Name _____
(PLEASE PRINT)

Signature _____ Date _____

Witness _____
(PLEASE PRINT)

Witness _____ Date _____

Referred to the OIMF, Inc. for rental by: _____

LIABILITY RELEASE AND EXPRESS ASSUMPTION OF RISK

In signing this agreement, I hereby agree to comply with and abide by the laws applicable to the serving of alcoholic beverages at an event. The Ocean Isle Museum Foundation, Inc. reserves the right to refuse alcoholic beverages to any individual that appears intoxicated.

I hereby agree to assume all obligations and liabilities, and to indemnify, defend, and hold harmless the Ocean Isle Museum Foundation, Inc., its employees, volunteers, officers, trustees, and agents from any and all acts, claims, losses, attorney's fees, damages, demands, or actions brought against the Ocean Isle Museum Foundation, Inc. by any person, private citizen, entity, group, governmental agency, or body, which are occasioned or caused directly or indirectly by Client's use of the Ocean Isle Museum Foundation, Inc. facilities or by the acts or negligence of the Client's agents, employees, or invitees or by Client's public performance or playing of music, musical performances, or their audible entertainment.

In consideration of being allowed to set-up equipment at and access the Ocean Isle Museum Foundation, Inc. property, I hereby personally assume all risks in connection with my actions while on the Foundations property and, for any harm, injury, or damage that may befall me, whether foreseen or unforeseen.

I further state that I am of lawful age and legally competent to sign this liability release. I understand that the terms herein are contractual and not a mere recital and that I have signed this document of my own free act.

I have fully informed myself of the contents of this liability release and express assumption of risk by reading it before I signed it on behalf of myself and my heirs.

I hereby acknowledge with my signature a full understanding of the specific conditions of the rental agreement and agree to abide by these conditions and terms. I agree to pay the Total Package Price.

In the event that any information contained within this contract is found to be fraudulent, all monies collected will be forfeited and the event will be cancelled.



By signing this agreement, I am agreeing to pay the balance no later than **30 days prior to my event.**

Renter Signature:

X _____
Renter Group Contact Signature
(Must be signed by payee - check or cardholder)

Date

X _____
Printed Name

Ocean Isle Museum Foundation, Inc. - Staff Use Only:

X _____
Rental Coordinator Signature

Date

X _____
Printed Name

Acknowledged: _____
Executive Director

Please return **ALL PAGES** of this Rental Guide with deposit to:
Museum of Coastal Carolina
Attention: Business Manager
21 E. 2nd St.
Ocean Isle Beach, NC 28469
Or by fax to: (910) 575-4770

This page must accompany a security deposit to reserve a date