



**MORATOC PARK RESTAURANT BUILDING**  
102 RIVER DRIVE  
WILLIAMSTON, NORTH CAROLINA 27892  
Mailing Address: Martin County, Attn: Jessica Godard  
P O Box 668, Williamston, NC 27892  
(252)789-4300, email: [Martincounty@martincountyncgov.com](mailto:Martincounty@martincountyncgov.com)

## **RENTAL USE POLICIES**

Moratoc Park offers a service to the citizens of Martin County through governmental agencies, civic organizations, family gatherings and church functions. It was designated to serve the people of the county with activities that provide educational experiences, build better relationships, and make the county a better community in which to live.

The Martin County Manager's office will schedule the facilities for all groups.

Usage must be for an acceptable or worthwhile purpose. This building is to be used only for governmental and civic organizations, and for family and church functions, unless expressly authorized by the Martin County Manager or the Martin County Board of Commissioners. This building will not be used for any profitable organizations.

No entrance or other fees are to be levied by user of building unless negotiated.

A deposit of \$100 in addition to the usage fee of \$300, *\*\*(a total amount of \$400)* must be paid when the usage date is scheduled. This fee covers usage of the building from 6:00 a.m. to 1:00 a.m. The purpose of a usage fee is for building maintenance and upkeep, not for cleaning.

Building capacity must not exceed **250** persons. (Fire Code Regulation)

Responsibilities of users:

- a. Turn off all lights and heating and /or air conditioning.
- b. Do not open windows.
- c. Lock all doors before leaving; use exit beside kitchen.
- d. Secure fireplace in season.
- e. Tables and chairs cannot leave the building and must be put back in original location.
- f. Building must be left in the same condition as it was found. Tables and Chairs must be washed off; floor must be swept clean; kitchen must be left clean, including stove, refrigerator, sinks, countertops, and floor. Restrooms must be left clean, including sinks, toilets and floor. All trash must be emptied and placed into dumpster in plastic garbage bags. Incomplete clean-up or any other damage to building or grounds may result in part or all of security deposit being returned. Additional damage charges will be assessed to the Renter, if the conditions warrant.



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All decorations must be attached to walls with tape **only**, no nails, tacks, or staples. Do not remove any decorations that belong to the park.

**Extreme Caution** must be exercised to prevent a possible fire. There will be no open fires on Moratoc Park premises. **Absolutely no smoking is permitted inside of the building.** Candles must be in some type of holder. Familiarize yourself with location of fire extinguishers.

Alcoholic beverages may **not** be sold in the restaurant building or on the premises; however, they may be served as part of the refreshments for the event.

Music may be used as long as it is not in violation of local noise ordinances.

Tents and play structures are permitted in designated areas only, due to electrical, water and sewer lines running underground. Any inflatable or amusement device must comply with NC Department of Labor rules.

There will be no overnight camping unless approved by the Martin County Manager.

Martin County assumes no liability for personal injury. The County of Martin will not assume any responsibility for the behavior or the safety of groups using these facilities. This responsibility must be assumed by the organization or group using the building. Martin County will not be responsible for items lost or damaged during or following the use of the building or any damage to any property in the parking lot or any other area of the Moratoc Park grounds.

If law enforcement is needed for security and / or traffic control, it will be the responsibility of the applicant to assure that this will be provided.

Groups for which user fees have been waived, such as governmental organizations and school functions, will be responsible for set-up and are required to follow the same rules and procedures as set out in this guide (i.e., clean-up, taking out trash, etc). A signed application is required.

The Martin County Manager's office will request a check to reimburse deposit, after premises are inspected and everything is found to be clean, there are no damages and the key is returned.



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### **RENTAL USE POLICIES**

When requesting reservations for use of the Moratoc Park, the Agreement / Application for Use of Moratoc Park AND usage fee/deposit (\$400) MUST be paid within 30 days. Failure to complete the Agreement/Application and payment MAY result in forfeiting of the requested date.

Reservations cancelled at least thirty (30) days prior to the reservation date will receive a full refund. If you cancel with less than 30 days to the reservation date, you will receive a refund of the deposit amount or \$100.

Any user of this building not complying with the above policies forfeits future use of the building.

Martin County reserves the right to deny use of the facility for any event, based upon just cause.

These guidelines will remain in effective until amended by the Martin County Board of Commissioners.

Adopted the 13<sup>th</sup> day of August, 1997  
Amended the 26<sup>th</sup> day of June, 2015 – Section 3  
Amended the 4<sup>th</sup> day of November, 2015  
Amended the 8<sup>th</sup> day of May, 2019



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## **INSURANCE**

If any type of alcohol is served, a special event insurance certificate of insurance/policy is required. One time event insurance policies can be obtained from an independent agent, licensed in North Carolina.

The minimum requirements are \$1,000,000 property damage and \$1,000,000 liability. The “County of Martin” must be listed on the policy as the certificate / policy holder.

A copy of your insurance policy cover sheet will need to be in our possession 10 days before the event and posted at the facility during the event.

## **ABC PERMITS**

You **DO NOT** need an alcohol permit to serve champagne, unfortified wine or beer.

You **DO** need an alcohol permit to serve fortified wine, liquor or to “brown bag”.

Permits are for the host to give away alcohol, NOT sell. Alcohol permits information can be obtained from the local ABC store in Williamston or online at <http://abc.nc.gov/Permit/SpecialPermits>.

Your permit will need to be in our possession 10 days before the event and posted at the facility during the event.

Premises may be patrolled by the Williamston Police Department and / or the Martin County Sheriff’s Department.



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### **ON DEPARTURE**

#### **LEAVE ON:**

- Floor light inside (mounted on bar)
- Light in kitchen hallway
- All 3 heating & cooling thermostats

#### **TURN OFF:**

- Kitchen lights
- Outside porch & main area lights (switches located behind the bar)
- Recessed lighting (switch located on column)

#### **EXIT:**

- Lock front doors and doors facing the river from the inside; then
- Exit from hallway to back porch (near kitchen) and lock door.

#### **TO RECEIVE DEPOSIT REFUND:**

- The building must be vacated by 1:00 a.m. (this includes clean-up).
- Building must be clean and left in the same condition as it was found.
- Incomplete clean-up or any other damage to building or grounds may result in part or all of security deposit being returned. Additional damage charges will be assessed to the Renter, if the conditions warrant.
- All trash must be emptied and placed into dumpster in plastic garbage bags.
- Please return key to the Martin County Manager's Office or, for your convenience, place key inside envelope provided and deposit the key in the payment drop box located outside the Martin County governmental Center (Courthouse) next to the US Parcel Service mailbox.



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**AGREEMENT / APPLICATION FOR USE OF MORATOC PARK**

RENTER/RESPONSIBLE PARTY:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alt. Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) of Requested: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Estimated Number Attending: \_\_\_\_\_ (Fire Code Regulation: Max. Capacity 250)

Will Paper Be Needed for Tables: \_\_\_\_\_

Specify How Tables Are To Be Arranged: \_\_\_\_\_

\_\_\_\_\_

Will Alcoholic Beverages Be Served or Consumed: \_\_\_\_\_

If yes, Date Certificate of Insurance provided: \_\_\_\_\_ (Due at least 10 days before event)

If yes, Date Permit provided (if applicable): \_\_\_\_\_ (Due at least 10 days before event)

\*\*\*\*\*

I have read and agree to comply with the Moratoc Park facilities rules and guidelines. I understand and agree that any misrepresentation or use of facility in violation of the Terms shall result in the immediate termination of this agreement, forfeiture of deposit and cause to deny future use of the premises to the undersigned. I agree to indemnify and hold harmless Martin County for any injury to property or person resulting from the use of the facility pursuant to this agreement.

Signature of Renter/Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_ Check Number (if applicable) \_\_\_\_\_ Check/Cash Amt. \$ \_\_\_\_\_

**\*\*MAKE CHECKS PAYABLE TO MARTIN COUNTY\*\***