



MORATOC PARK BUILDINGS RENTAL POLICY
 Location address: 102 DRIVE DR., WILLIAMSTON, NC 27892
 Mailing Address: Martin County Manager's Office
 Attn: Julia Rease
 P O Box 668
 Williamston, NC 27892
 (T) (252) 789-4301, email 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.

MARTIN COUNTY RENTERS					
Venue	Max. Capacity	Deposit	Usage Fee - Initial Day	*Total Rental Fee	Additional Days
Moratoc Park	250*	\$100.00	\$500.00	\$600.00	\$ 400.00/ per day
Barnes House	15	\$50.00	\$175.00	\$225.00	\$175.00/ per day

OUT OF COUNTY RENTERS					
Venue	Max. Capacity	Deposit	Usage Fee - Initial Day	*Total Rental Fee	Additional Days
Moratoc Park	250*	\$100.00	\$600.00	\$700.00	\$ 400/ per day
Barnes House	15	\$50.00	\$200	\$250.00	\$175.00/ per day

- The **TOTAL RENTAL FEE** must be paid before the usage date can be held for renter. This fee covers usage of the building from 6 a.m. to 1 a.m. (This included time for clean-up)
 - The purpose of a usage fee is for building maintenance and upkeep, not for cleaning.
 - Deposits are refundable, if rental policy conditions are met.
 - Maximum Capacity is based on Fire Code Regulations
 - Identification card and or license will be required for identification of county of residence and person responsible for any damages.
- ** Due to Covid, the capacity of the Moratoc building is 125.

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Reservation Process

Upon inquiry of the Moratoc Park and or Barnes House, **ONE PERSON** will:

- Read the policy and initial each page stating that the policy has been read and the renter will agree to the policy.
- Make the rental payment
- Sign the key out from the County Manager's Office.

Identification card and or License will be required. This is to ensure the identity and the residency of the renter.

Responsibilities of Renters

- 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.
- 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.
- g. Tables and Chairs must be washed off
- h. Floor must be swept clean
- i. Kitchen must be left clean; including stove, refrigerator, sinks, counter tops, and floor.
- j. Restrooms must be left clean, including sinks, toilets and floor.
- k. All trash must be emptied and placed into the **Green GFL 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 Moratoc Park main building, Barnes House 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 (s). Martin County will not be responsible for items lost or damaged during or following the use of the building(s) 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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When requesting reservations for use of the Moratoc Park building(s), the Agreement / Application for Use of Moratoc Park building(s) AND usage fee and deposit for the Moratoc Park main building (\$500) and/or Barnes House (\$175) MUST be paid within 30 days. Failure to complete the Agreement/Application and payment MAY result in forfeiting of the requested date.

ONE PERSON may complete and sign the renter's application, make a payment, and sign out the key(s).

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 only. This applies to the Moratoc Park main building (\$100) and the Barnes House (\$50).

Any user of the building(s) not complying with the above policies forfeits future use of the building (s).

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

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

Adopted the 13th day of August, 1997

Amended the 26th day of June, 2015 – Section 3

Amended the 4th day of November, 2015

Amended the 8th day of May, 2019

Amended the 9th day of June 2021

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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 the green GFL 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 BUILDING(S)

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: Main Building: _____ Barnes House: _____

Fire Code Regulation : (Max. Capacity 250 - Due to COVID 125)

(Max. 15)

Will Paper Be Needed For Tables: _____ Specify How Tables Are To Be Arranged (Optional):

Will Alcoholic Beverages Be Served or Consumed: Yes: _____ No: _____

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

(If ANY type of alcohol is served, a special event insurance certificate of insurance/policy is required.)

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

(You DO need an alcohol permit to serve fortified wine, liquor or to "brown bag".

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: _____

Total Check/Cash: \$ _____

Moratoc Park Main Building: \$ _____

Check/MO#: _____

Barnes House: \$ _____

****Make Checks Payable to Martin County****

Please call 252-789-4555 for emergencies during an event