



HINES FARM PARK & STABLES FACILITY RENTAL AGREEMENT

1259 McAllister Road, Jacksonville, NC 28540

910-347-5332 (phone) / 910-347-4492 (fax)



Name of Applicant(s): _____

Street/PO Box: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Alt. Telephone: _____

Email Address: _____

If applicable:

Organization Name: _____

Street/PO Box: _____

City: _____ State: _____ Zip Code: _____

Event Date: _____ Type of Event: _____

Estimated Attendees: _____

Select Tables/Chairs Below:

Item	# available	# needed
Chairs	182	
Round 5' table	12	
Rectangle 8' table	18	
Round 4' folding table	1	

Item	# available	# needed
Rectangle 4' table	1	
Bi fold rectangle table	2	
Wooden benches	25	
Wooden pews	2	

Event Start Time (including set-up): _____ Event End Time (including clean-up): _____

(Set-up/clean-up **MUST** be within the time frame listed on this agreement. Start time can be no earlier than 8 a.m. End times can be no later than 10 p.m.)

Caterer's Name (if applicable): _____

(Applicants may hire a caterer or bring food without a caterer. Please see the "Caterer's Rules" section of this agreement for additional information.)

FACILITIES / PRICING / DEPOSIT		
Facilities	Pricing	Deposit
Social Hall	\$350 (6hrs. or less) <input type="checkbox"/>	15% of total fee, plus \$200 refundable deposit
	\$750 (over 6hrs.) <input type="checkbox"/>	
	\$75/hr. (MON-FRI ONLY)	25% of total fee
Barn	\$250 (social hall add-on) <input type="checkbox"/>	Part of Social Hall deposit
	\$500 (4hr. max) <input type="checkbox"/>	15% of total fee
Small Meeting Room	\$50/hr. (2hr. minimum) <input type="checkbox"/>	25% of total fee

An Employee On-site fee may be charged at an hourly rate of \$25 for any events outside of operating hours Mon-Thurs

FORMS OF PAYMENT

Cash/Check/Card (visa/mastercard/discover) are accepted. A 3% non-refundable convenience fee is applied to all card payments.

FACILITY RULES AND REGULATIONS

(Please read the rules and regulations section in its entirety and sign the acknowledgment at the bottom of this section)

1. Applicant must be at least 18 years of age to secure a reservation. The person who signs the rental agreement will be considered the "Responsible Party" for the event.
2. No reservation will be confirmed until the executed Rental Agreement is on file and deposit and received.
3. The applicant is charged with the duty of supervising the activities at the facility and shall not assign nor sublease the facility. Any sublease or assignment made will be invalid and will result in the forfeiture of the right to use the facility in the future as well as the forfeiture of all deposits. The applicant is also charged with the duty of ensuring that all attendees abide by the Rules and Regulations set forth in this Rental Agreement. All attendees are NOT PERMITTED to enter any horse areas such as the arenas or barn.
4. The applicant and his/her agents must comply with and abide by all laws and ordinances, including Federal, State, and County, which may apply to the use of this facility.
5. The applicant will be required to complete a facility walkthrough prior to the event. Once the walkthrough is complete, the applicant will sign an acknowledgment. This walkthrough is to ensure the applicant is aware of the condition of the facility prior to their event and show the expectation of how the facility should be left when vacating. If the Social Hall facility isn't cleaned and/or is damaged in any way, all deposits will be forfeit. If the Meeting Room is not cleaned and/or damaged, a fee will be charged to the applicant.
6. No decorations are to be taped, nailed, pinned, or stapled to the walls or furnishings of the facility. No CONFETTI is permitted. Balloon popping MUST BE INDOORS ONLY, due to horse disturbance.

7. No tables, chairs, or other furnishings are to be propped against the walls of the facility.
8. No equipment can be used that dispenses smoke – whether synthetic or real.
9. Use of candles is allowed for cakes, floating containers, and hurricane globes. Other uses must be approved by the County prior to the event.
10. Smoking is PROHIBITED in all County-owned buildings. Onslow County allows smoking outside the facility if smokers do not stand adjacent to public entrances or air intake vents. Smokers must use receptacles. Any evidence of smoking inside this facility will result in a forfeiture of your cleaning/damages deposit.
11. Alcohol is PROHIBITED on County-owned property. Any evidence of alcohol consumption on County property will result in a forfeiture of your cleaning/damages deposit.
12. Firearms are PROHIBITED on all County-owned property. Possession of a firearm by the applicant or anyone on the premises during the time the facility is rented could result in the cancellation of the event and forfeiture of all rental fees and cleaning/damage deposit.
13. Fires and pyrotechnics are PROHIBITED on the grounds and within the facility, unless approved by County staff.
14. The applicant will not be allowed to get into the facility until the scheduled day and time that is listed on the rental agreement.

FACILITY RULES & REGULATIONS ACKNOWLEDGEMENT INITIAL HERE: _____

CATERER RULES

(Please read the caterer section in its entirety and sign the acknowledgment at the bottom of this section, if applicable)

1. Applicants may hire a caterer if the following requirements are met:
 - Certificate of Liability Insurance naming Onslow County Parks and Recreation as a certificate holder that covers the date of the event. (Only required for caterers providing equipment generating heat).
 - Health Department permit.
 - Any other criteria as deemed appropriate by the County
2. The County reserves the right to accept/reject any caterer. It is the responsibility of the applicant to make sure the caterer submits the required documents to Onslow County Parks and Recreation 15 days prior to event.
 1. The applicant will be held responsible for seeing that caterers adhere to the Facility Use Rules and Regulations.
 2. The applicant is responsible for Caterer's access to the facility.
 3. The applicant will only use the catering kitchen for warming food. The applicant is not allowed to cook food in the kitchen.

CATERER ACKNOWLEDGEMENT INITIAL HERE: _____

VACATING THE FACILITY

(Please read the vacating section in its entirety and sign the acknowledgment at the bottom of this section)

1. All decorations, food, equipment, and other personal effects must be removed by the event end time.
2. All tables and chairs belonging to the facility must be cleaned and in original condition.
3. All appliances are to be cleaned (inside and out).
4. No food or drinks are to be left in the refrigerators.
5. Empty trash from all trash receptacles, including bathrooms. A dumpster is located outside the facility.
6. If any damage occurs during an event, the applicant must notify a representative of the Onslow County Parks and Recreation Department immediately.
7. The \$200 security deposit is forfeit on all Social Hall rentals if the facility is damaged or not cleaned.
8. A minimum fee of \$50 will be charged if the Meeting Room is damaged or not cleaned.

VACATING THE FACILITY ACKNOWLEDGEMENT INITIAL HERE: _____

CANCELLATION & DEFAULT

(Please read the cancellation/default section in its entirety and sign the acknowledgment at the bottom of this section)

1. The applicant forfeits all monies if cancellation is not received 30 days prior to the event date, 15 days for meeting room rentals.
2. The facility must be cleaned and vacated by 10:00 p.m.
3. The County Board of Commissioners and County Manager reserve the right to cancel an approved request or revoke the right of the use of the facility to any group or individual when:
 - Said group or individual has shown sufficient disregard for the Rules and Regulations set forth in this document. (If canceled under this category, applicant forfeits all monies paid to the Onslow County Parks and Recreation Administration Office.)
 - It is deemed necessary for the concern of the health, safety, and welfare of the applicant, guests, or the public.
 - It is in the best interest of Onslow County.
4. Each event requires a new Rental Agreement.

CANCELLATION & DEFAULT ACKNOWLEDGEMENT INITIAL HERE: _____

It is the duty of the applicant to maintain order and decorum when using the facility and to inform group members, affiliates, caterers, vendors, and guests of the Rules and Regulations of Onslow County. Failure to comply with any of the Rules and Regulations will result in forfeiture of ALL monies paid for the facility rental and could also result in forfeiture of the right to rent the facility in the future.

By signing this agreement, applicant acknowledges that he/she has read and understands the terms set forth in this Rental Agreement, and that he/she assumes the role of "Responsible Party".

Applicant/Organization Date

Email rental agreement to parksinfo@onslowcountync.gov or to staff member originally contacted

NOTE: It is the responsibility of the applicant to adhere to the schedule set forth above or as required by this Rental Agreement. The Onslow County Parks and Recreation Administration Office will not contact the applicant to provide reminders of other requirements under the terms of this agreement.

Last Updated: June 29, 2023