



Havelock

Tourist & Event Center

Information Packet

201 Tourist Center Drive PO Box 368
Havelock, NC 28532
252.444.4348

www.havelockevents.com

General Email: events@havelocknc.us

Pam Holder, Sales Manager: pholder@havelocknc.us

Dianna Vaccarella, Administrative Support Specialist:
dvaccarella@havelocknc.us

LOCATED OFF HIGHWAY 70 BEHIND THE HOLIDAY INN EXPRESS & SUITES
AND THE HAMPTON INN



FACTS & FEATURES

- Owned and operated by the City of Havelock, North Carolina
- Facility opened in December 2002
- Main Hall features 7,200 square feet of clear span space; can be divided into two equal size rooms
- Flexible space accommodates up to 700 theater seating, 480 banquet seating or 40 exhibit booths
- 2,100 square feet of pre-function space
- 500 square foot Executive Conference Room, seating 12 at the table and 12 around room perimeter
- Small Break-out Room, seating for 8
- Wireless internet access
- Full audio visual capabilities
- Electrical service, voice and data jacks
- Well-equipped catering kitchen
- All ABC (alcohol) permits
- Easily accessible loading dock
- Fully handicap accessible in compliance with ADA guidelines
- Complimentary parking
- Close proximity to MCAS Cherry Point
- 20 minutes from historic New Bern or the beaches of the Crystal Coast
- Over 300 motel rooms within 5 minutes of facility





FEE SCHEDULE

	Square Feet	Dimensions	Banquet Seating	Theater Seating	Classroom Seating	Reception Style	Booths 10 x 10	Daily Rental Rate	Havelock Non-Profit Rate*
Main Hall Areas A & B	7200	60' x 120'	480	700	360	800	40	\$1200	\$900
1/2 Main Hall Areas A or B (Alpha or Bravo)	3600	60' x 60'	240	350	180	400	20	\$600	\$480
1/4 Main Hall Area A or B	1800	30' x 60'	80	150	72	200	NA	\$300**	\$300**

Conference Room 12 at table 12 perimeter	500	25' x 20'	NA	NA	NA	NA	NA	\$180	\$145
Break-Out Room	132	11' x 12'	NA	NA	NA	NA	NA	\$30	\$25

- A. Prices for renting the Main Hall Areas A and B, and 1/2 of the Main Hall Area A or Area B include tables, chairs, initial set-up and tear down, a podium and one microphone.
- B. ****Price for renting ¼ of Main Hall Area A or Area B does not include linens or event attendant. Client will be billed the center’s cost for linens used and a fee of \$15 per hour for the event attendant for each hour the room is occupied, up to 8 hours. See “D” below for events exceeding 8 hours. ¼ of Main Hall Area A or B may not be available on weekends.**
- C. *Havelock non-profit organizations whose primary local offices are physically sited within the city limits of Havelock qualify for reduced price events in accordance with the above fee schedule. To qualify, the organization must provide documentation confirming their non-profit status (i.e., a copy their IRS designation as a non-profit entity).
- D. Rentals are for 8 hours. Any decorating or client set-up must be accomplished within this 8-hour block of time. Additional charges of \$60 per hour will be charged if the client requires access to the room for more than 8 hours.
- E. Rooms reserved for move-in or move-out will be charged one-half of the full price daily the rate.
- F. Any changes to the original set-up as discussed with and approved by the client will be billed a \$36 per hour fee for the time needed to make the changes.





BOOKING POLICY

Bookings are on a first come, first served basis.

A signed contract and 25% deposit are required for the booking to be considered definite. The remaining rental balance is due at least two weeks prior to the date of the event.

A \$100 refundable deposit may be paid to hold a date for a maximum of 30 days, after which the date will be released unless a contract is signed and 25% deposit paid.

Rental rates for the Main Hall Areas A and B, and one-half of the Main Hall Area A or Area B include tables, chairs, initial set-up and tear down, a podium and one microphone. See rate schedule for linen cost

Rental rates for leasing one-quarter Main Hall Area A or Area B **do not include** event attendant. The client will be billed \$6 per linen used and a fee of \$15 per hour for the event attendant for each hour the room is occupied, up to 8 hours. See "D" below for events exceeding 8 hours.

Havelock non-profit organizations **whose primary local offices are physically sited within the city limits of Havelock** qualify for reduced price events in accordance with the above fee schedule. To qualify, the organization must provide documentation confirming their non-profit status (i.e., a copy their IRS designation as a non-profit entity).

Space rentals are for 8 hours. Any decorating or client set-up must be accomplished within this 8-hour block of time. Additional charges of \$60 per hour per will be charged if the client requires access to the room for more than 8 hours.

Rooms reserved for move-in or move-out will be charged one-half of the full price daily rate.

Clients requiring guaranteed access to a space the day prior to their event must lease the space at the move-in rate. For a fee of \$60 per hour, clients not leasing the space under the move-in rate may be granted access the day prior to their event **if the space is available and set-up**.

Rental rates reflect initial set-up and dismantle of tables and chairs. A podium and microphone are also included upon request. All other equipment will be billed at the prevailing rates. Any changes to the set-up diagram approved by the client will be billed at \$36 per hour for the time needed to make the changes. Seating capacities listed in the fee schedule do not take into consideration such items as a head table, stage, dance floor, etc.





EQUIPMENT AND SERVICES RATE SCHEDULE

(All prices are per day unless otherwise noted)

LINENS (Order must be placed 14 days prior to event)	COST
85" x 85" Square & 52"x 114"	* \$6.00
90" or 120" Round —White (special order)	\$ 20.00 and up
Square Overlay (special order)	\$6.00 and up
Chair Covers - White	\$ 4.00
Napkins (special order)	\$ 1.00
TABLE SKIRTING	
13' White	\$6.00
17' White	\$6.00
21' White	\$6.00
CHINA, FLATWARE & GOBLET	
Place setting (includes dinner plate, bread or salad plate, coffee mug, 16 oz water/iced tea goblet, dinner fork, salad fork, knife and spoon)	\$4.00 per place setting
IN-HOUSE EQUIPMENT	
Portable Stage (4' x 8' section)	\$25.00
Microphones (additional above one provided with room)	\$10.00
Audio Conferencing Speaker Phone	\$20.00
Standing podium (additional above one provided with room)	\$20.00
Pipe and Drape	\$75.00
Easel and one flip chart pad	\$30.00
Flip chart pads	\$25.00
Marker (each)	\$ 2.00
Tripod Easel	\$5.00
6' Portable Projector Screen	\$25.00
Screen/Projector (Screen 13' x 13')	\$150.00 (1) or \$250.00 (2)
Mirror Tile	\$1.00
Small glass bowl and tea light candle	\$2.00
Hurricane & pillar candle	\$4.00
Tall or Short vases & floating candle	\$4.00
SERVICES	
Internet connection usage fee (per day)	\$ 25.00
Phone connection (per day)	\$ 25.00
Electrical Floor Outlets	\$ 20.00
Photocopies (per page)	\$0.20
Fax (per page)	\$1.00
Extraordinary Cleaning Services	Determined by condition
Bartender Hourly Rate	\$25.00
Event Attendant Hourly Rate	\$15.00





REFRESHMENT FEE SCHEDULE

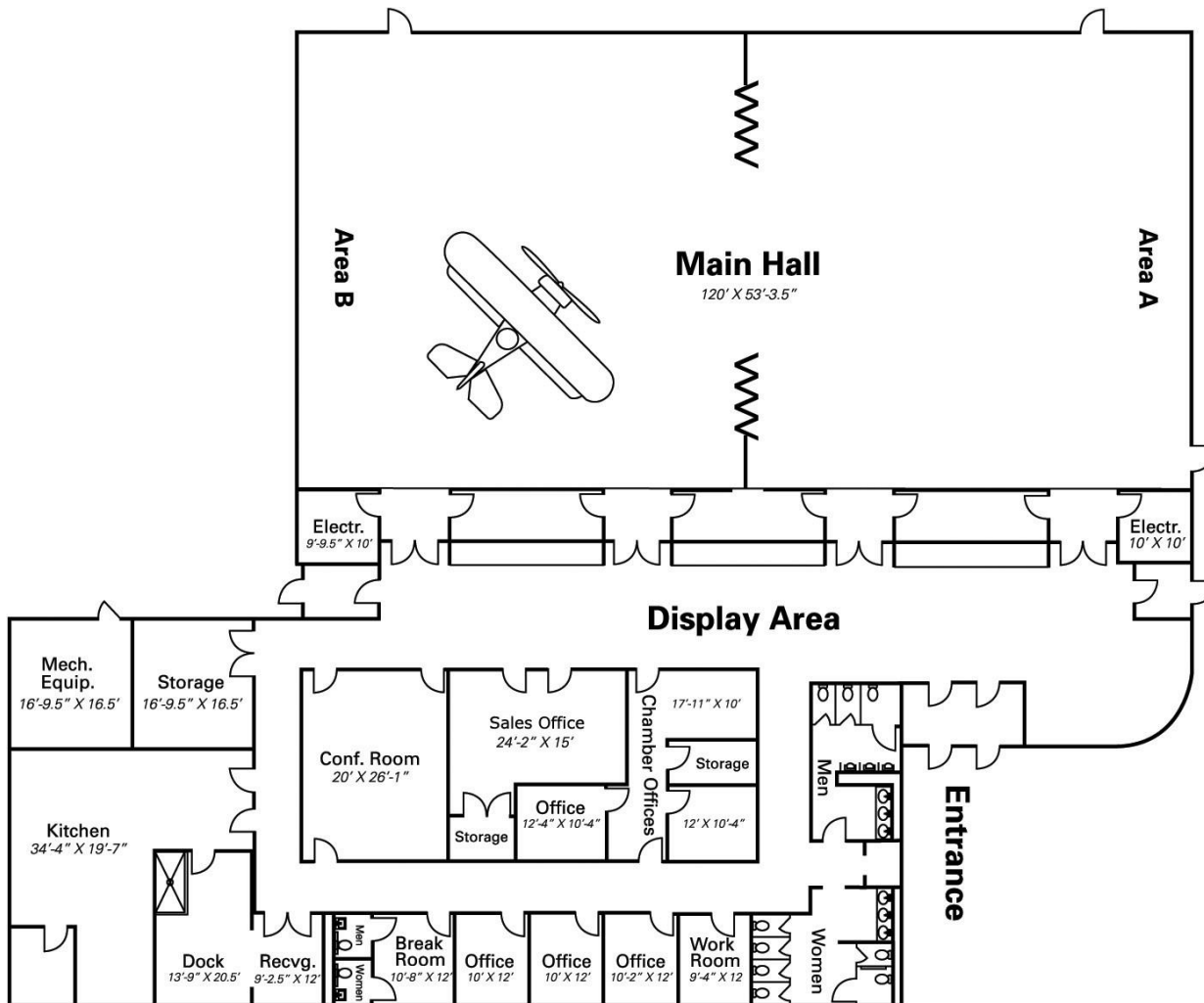
AL LA CARTE BEVERAGES	COST
Coffee—1.5 gallons (24 8 oz. servings)	\$20
Coffee—1 gallon (16 8 oz. servings)	\$18
Coffee—1/2 gallon (8 8 oz. servings)	\$16
Decaffeinated Coffee—1.5 gallon (24 8 oz. servings)	\$25
Decaffeinated Coffee—1 gallon (16 8 oz. servings)	\$23
Decaffeinated Coffee—1/2 gallon (8 8 oz. servings)	\$21
Iced tea—5 gallons	\$25
Hot tea—per cup	\$2
Assorted Soft Drinks (12 oz. can)	\$2
Assorted Soft Drinks (20 oz. bottles)	\$3.00
Bottled Water	\$2
Fruit Juice--per gallon (21 6 oz. servings)	\$10.00
FROM THE BAKERY -- prices per dozen	
Assorted Large Muffins—per dozen	\$18.00
Assorted Danish—per dozen	\$18.00
Cinnamon Rolls—per dozen	\$18.00
Brownies—per dozen	\$18.00
Fresh baked cookies—per dozen	\$18.00
SNACKS	
Bowl of Chips	\$8.00
Bags of Popcorn (24 small)	\$8.00
Bowl of Pretzels	\$8.00
Assorted Individual Bags of Chips (per dozen)	\$12.00
Granola Bars (per dozen)	\$12.00
Trail Mix (per dozen)	\$12.00
CONTINENTAL BREAKFAST(Per Person)	
Includes orange juice, variety of breakfast pastries and muffins, coffee, decaffeinated coffee and hot tea.	\$12.00
BOXED LUNCH (Per Person)	
Includes assorted sandwiches, chips, fresh baked cookie and iced tea	\$15.00
Additional HOT breakfast & lunch options available	Call for pricing

All menu selections are subject to a 20% service charge and 6.75% sales tax.





FLOOR PLAN





HAVELOCK

Bokaninas Pacific Fusion

105 Greenfield Heights Blvd
Havelock, NC 28532
252-626-1181
Bokaninas2@yahoo.com

Jersey Mike's Subs

John Reynolds
288 Highway 70 West
Havelock, NC 28532
Phone: (252) 652-7441
www.jerseymikes.com

Mucho Bueno

Cruz Morales
498 US-70
Havelock, NC 28532
Phone: (252) 652-7604
<https://muchobuenohavelock.com>

CRAVEN COUNTY

The Flame Restaurant

"Something New – Something Different"
James "Smoke" Boyd
2300 Neuse Boulevard
New Bern, NC 28560
Phone: (252) 633-0262
Fax: (252) 514-2655
www.theflamenewbern.com

La Casetta Italian Cuisine

2503 Neuse Blvd.
New Bern, NC 28562
Phone: (252) 638-6699
www.lacasettanc.com

Strange & Sons, Inc.

Danny Strange
2307 Neuse Boulevard
New Bern, NC 28560
Phone: (252) 636-3663
Fax: (252) 636-0428
www.enccatering.com

Thee Catering Company

Chris Tompkins
PO Box 15270
New Bern NC 28562
Phone: (252) 259-9500
www.theecateringcompany.com

CARTERET COUNTY

Circa 81

4650-C Arendell St. Morehead
City, NC 28557
Phone: (252) 648-8300
www.circa-81.com

Class Act Catering

"Simply the best catering for any occasion"
Phyllis Manning
Phone: (910) 389-7498
Phone: (252) 354-3477
www.classactcateringnc.com

Dank Burrito

4135 Arendell St
Morehead City, NC 28557
Phone: (252) 499-9677
www.thedankburrito.com

Floyd's 1921

400 Bridges St.
Morehead City, NC
28557
Phone: (252) 727-1921
www.floyds1921.com

Fat Fellas BBQ & Grill

Jeremy Cannon
6734 US 70
Newport, NC 28570
Phone: (252) 223-3299
www.fatfellasbbq.com

Moore's BBQ

5069 Hwy 70
Morehead City, NC 28557
Phone: (252) 414-3201
catering@mooresbbq.org

Roland's Barbecue

"Cooked Right....On Site"
Oscar House
1507 Live Oak
Street Beaufort, NC
28516
Phone: (252) 728-1953
www.rolandsbarbecue.com

Sagebrush Steakhouse

5025 Executive Blvd
Morehead City, NC 28557
Phone: (252) 240-2633
www.sagebrushsteakhouse.com/morehead-city-nc

LENIOR COUNTY

Kings Restaurant & Catering

"Real Food, Real Value & Real Service"
Joe Hargett
405 East New Bern Road
Kinston, NC 28504
Phone: (252) 527-2101
Fax: (252) 527-6465
www.kingsbbq.com

JONES COUNTY

Vel & Mel's Home Cooking

"Available for all occasions"
Vel Chapman
323 Goshen Road
Pollocksville, NC 28573
Phone: (252) 224-1001
Fax: (252) 224-100

FACILITY RULES AND REGULATIONS

- **ADA**
 - The Tourist & Event Center is a one-story building, complies with ADA guidelines and is fully accessible.
- **Access**
 - All working Tourist & Event Center personnel shall have access to all areas of the building at any time. The Havelock Tourist & Event Center will determine who shall and shall not be permitted in all service areas.
 - Children under the age of 16 attending events shall have access to the event room only and may not be left unattended in the common areas, except to travel to rest room facilities. Any child whose conduct is objectionable, disorderly or disruptive, as determined by the event attendant on duty, or who is in violation of any law, upon notification of the parent, guardian or adult in charge of the child, will be required to leave the Tourist & Event Center. Lessee assumes full responsibility for the acts and conduct of its attendees, invitees, exhibitors, agents, employees and licensees of the event. Any damage or actions resulting in the need for excessive cleaning of any area of the Tourist & Event Center will be repaired or cleaned by center staff and the client will be billed for the cost.
- **Abandoned Equipment/Lost or Misplaced Articles**
 - Any article or equipment remaining at the Tourist & Event Center past the expiration of the license period may be considered abandoned and may be disposed of by the Center as the Sales Manager deems necessary at the group's expense.
 - The Tourist & Event Center shall assume no responsibility for losses suffered by the group, its agents, servants, employees or guests.
 - The Tourist & Event Center shall have the sole right to collect and have custody of any articles left on the premises by the attendees and to provide for the disposition thereof.
- **Alcohol Policy**
 - No alcoholic beverages may be brought on the premises by any individual without prior written approval by the Havelock Tourist & Event Center.
 - The Tourist & Event Center reserves the right to check any and all packages being brought into the center.
 - The City of Havelock d/b/a/ the Havelock Tourist & Event Center possesses all North Carolina Alcoholic Beverage Commission alcohol permits required to serve beer, wine and mixed beverages. All alcoholic beverages for events will be provided by and served by the Tourist and Event Center with the exception fundraising events of non-profit organizations.
 - Non-profit organizations conducting fundraising events must obtain a special one-time permit from the North Carolina ABC Commission in accordance with North Carolina state law and may provide then their own beer, wine and mixed beverages.
 - Non-profit organizations who obtain a one-time special event permit shall provide the Tourist& Event Center Sales Manager with a One Million and no/100 Dollars (\$1,000,000.00) liquor liability certificate of insurance policy naming the Havelock Tourist Center and the City of Havelock as additional insured at least 10 days prior to the event, together with a copy of the one-time special event permit.
 - Events serving alcoholic beverages must comply with all North Carolina Alcoholic Beverage Commission and Alcoholic Law Enforcement laws and regulations.
- **Balloons**
 - To prevent escape to the ceilings, helium-filled balloons and similar objects must be secured. Lessee will be billed the cost to recover escaped balloons, including but not limited to rental fee for a lift.
 - Helium-filled balloons may not be distributed in the Tourist & Event Center.
 - If the use of balloons is planned for your function, please advise the Tourist & Event Center Sales Manager. A \$100 deposit is required to cover the cost of retrieving balloons that escape. Deposit will be returned if no balloons escape.
- **Decorating and Signs**
 - Do not attach anything, by any means, to walls or doors without prior approval of the Sales Manager.



- The use of scotch tape or decals on walls, floors, partitions, doors or windows is strictly prohibited.
- The use of nails, tacks, brads, screws or other driven fasteners is prohibited.
- Painter's tape or other tape that will not damage the walls, columns or other surfaces may be used; however damages caused to the facility will be billed to the event.
- Adhesive backed decals and stickers may not be distributed in the Tourist & Event Center.
- Notify the Sales Manager of any banners needing to be suspended.
- Any decorating causing damage to the Tourist & Event Center will be repaired by the Center and the cost billed to the event.
- Use of glitter may incur an additional cleaning fee. See Janitorial Services section.
- **Display Vehicles and Display Equipment**
 - Any motor or equipment on display at the Havelock Tourist & Event Center must comply with Havelock Fire Department regulations. For further information please contact the Havelock Fire Marshall at 252-444-6442.
 - All equipment displays must have a plastic floor liner to prevent floor damage.
 - Notify the Sales Manager, prior to arrival, of large equipment displays entering the Center.
- **Equipment - Havelock Tourist & Event Center**
 - All Havelock Tourist & Event Center equipment, such as food and beverage carts, table carts, dollies and jacks, must be returned to the Tourist & Event Center after the event move-out.
 - Any damage to the above equipment will result in additional expense to the event.
- **Exhibitor Booth Storage**
 - You may keep a supply of advertising materials, product or literature in your booth.
 - You may not store material or empty cartons in or behind your booth back wall.
 - Due to the limited amount of storage space, excess materials must be stored off site.
- **Exhibitor Electrical Service**
 - Wall and permanent building utility outlets are not part of a booth space and are not to be used by exhibitors unless specified otherwise.
 - See the Sales Manager to prearrange your electrical requirements.
 - All equipment must comply with all federal, state and local safety codes.
 - Electrical rates quoted for all connections include service to the booth. They do not include connecting equipment or special wiring.
 - Exhibitors are expected to provide their own extension cords (UL approved utility cord).
- **Fire Pull Stations, Aisles and Exit Doors**
 - Do not block any doors marked with an overhead exit sign.
 - All exits must be visible and accessible at all times. Contact the Sales Manager immediately if you find any within your exhibit area. Adjustments to space and equipment may be required.
 - Stay within your designated booth area. Chairs, tables and other display equipment must be clear of all aisles, corridors and exit areas.
- **Food and Beverage Events**
 - All food and/or beverages served, offered and/or sold in any part of the Center's premises must be provided and served by a caterer who has met the requirements and entered into a signed catering agreement with the Havelock Tourist & Event Center. The Havelock Tourist & Event Center maintains a list of authorized caterers for your convenience.
 - Any contracts for food and beverage provisions are made by the client directly with the caterer. The Client and Caterer hereby acknowledge and understand that the distribution and consumption of all alcoholic beverages must be in accordance with the laws, statutes and regulations of the State of North Carolina and internal policies of the Havelock Tourist & Event Center
 - The Tourist & Event Center maintains all rights for all coffee breaks and concession services.
 - Renters are not permitted to bring food or beverages into the center.
- **Fog/Smoke/Laser Lights**
 - **No fog, smoke effects or laser light** shows shall be permitted in the Havelock Tourist & Event Center.



- **Freight/Mail Delivery**
 - Freight deliveries for an event must be pre-arranged with the Tourist & Event Center Sales Manager at least one week prior to the delivery.
 - The cost of City personnel on-site to receive a delivery will be charged to the company requesting the delivery.
 - Deliveries received on-site should be addressed to the appropriate show or event.
 - Freight deliveries for an event may not arrive more than two business days prior to the event. Freight arriving sooner than two days prior to the event will be refused.
 - Freight to be shipped must be picked up within two days after the event.
- **Hours of Operation**
 - The normal maximum contractual hours of occupancy for events is 8 hours scheduled between 8:00 a.m.--midnight. Arrangements regarding activities beyond these hours must be made with the Sales Manager and may be subject to overtime charges.
- **Insurance**
 - Non-profit organizations who obtain a one-time special event permit shall provide the Tourist & Event Center Sales Manager with a One Million and no/100 Dollars (\$1,000,000.00) liquor liability certificate of insurance policy naming the Havelock Tourist Center and the City of Havelock as additional insured at least 10 days prior to the event, together with a copy of the one-time special event permit.
 - For commercial events, the Tourist & Event Center requires the lessee to provide lessor proof of insurance as required below at least 10 days prior to the scheduled event. Such proof shall be in the form of a certificate of insurance evidencing the existence of commercial general liability insurance applicable to premises and operations hereunder with liability limits at least in the amount of \$1,000,000 per occurrence; combined single limit bodily injury and/or property damage; liability insurance covering all owned, non-owned and hired automobiles; and workers compensation and occupational disease insurance, including employers' liability, meeting the statutory requirement of the State of North Carolina.
 - **The certificate shall show the lessor, the City of Havelock, the Havelock Tourist & Event Center and its agents as an additional named insured under the policy and shall contain substantially the following statement: "The insurance described in this certificate will not be cancelled or materially altered unless ten (10) days written notice has been received by the lessor."**
 - Please present the above outline when obtaining event insurance.
 - For assistance, please contact the Tourist & Event Center Sales Manager.
- **Janitorial Services**
 - Event areas are cleaned prior to each event at no charge. Additional cleaning requirements may result in charges to the event.
 - When an area leased requires excessive cleaning following the event, lessor will be charged an extraordinary cleaning fee based upon the condition of the facility and services required. Use of glitter requires additional cleaning and an extraordinary cleaning fee will be charged.
- **Move-In/Move-Out Policies/Rehearsals**
 - Loading and unloading is permitted only through the loading dock or doors at the rear of the main hall. No loading or unloading is permitted through the front of the building or the hanger door.
 - Temporary parking is allowed in the rear of the main hall for unloading/loading purposes only and must not block the service lane or fire lane. Vehicles must be moved to a designated parking spot following unloading. Please see "Parking" for further instructions.
 - All move-in/move-out and rehearsal rates will be charged at half of the full-price room rental fee. NOTE: Reduction in price is due to maintaining "minimum comfort and staffing levels." If your move-in/move-out requires temperatures or staffing beyond minimum levels, 100% of the rental rate will apply.
 - In the event the Tourist & Event Center is not vacated by lessee upon the expiration of the term, management is authorized to remove from the Tourist & Event Center, at the expense of the Lessee, all goods, wares, merchandise and property of any kind left therein; and management shall not be liable for any damages to or loss of such goods, wares, merchandise or property which may be sustained by reason of such removal; and the management is hereby released for any and all claims for damages of whatever kind or nature, including, but not limited to, non-use or unavailability of such property.



- **Parking**
 - All parking is under the exclusive control of the Havelock Tourist & Event Center management and the following rules apply:
 - No parking in fire lanes, service road, loading dock areas or any other unauthorized location. Unauthorized vehicles will be removed at owner's expense.
 - No parking on the aviation exhibit tarmac areas.
- **Outside Solicitors**
 - Soliciting is not permitted on the Tourist & Event Center property.
 - Unauthorized picketing is strictly prohibited by the Havelock Tourist & Event Center. The appropriate City of Havelock permit must be approved and on file.
- **Prohibited Materials**
 - The following items are hazardous and prohibited:
 - LP gases (i.e., propane and butane)
 - Untreated Christmas trees, cut evergreens or similar trees
 - Fireplace logs and similar materials
 - Charcoal
 - Untreated mulch and Spanish moss
 - Hay and straw
 - Tabletop food fryers and steam tables
- **Safety**
 - The goal of the Havelock Tourist & Event Center is to provide a safe, enjoyable atmosphere for every event and our guests. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be taken immediately.
- **Security**
 - The Havelock Tourist & Event Center will arrange for security personnel as required by the Tourist & Event Center and/or the exhibit manager and charge to the lessee at the prevailing rate.
 - Any person whose conduct is objectionable, disorderly or disruptive to the Tourist & Event Center's use, or is in violation of any law, shall be refused entrance or shall be immediately ejected from the premises. Lessee assumes full responsibility for the acts and conduct of its exhibitors, agents, employees, licensees, invitees and attendees of the event.
- **Smoking**
 - Smoking is not permitted in the Havelock Tourist & Event Center.
 - Outside areas have been designated as smoking areas.
- **Telephone Service**
 - The Havelock Tourist & Event Center and their contracted assigns are the exclusive providers of telecommunications/data line service in the Havelock Tourist & Event Center. Only the Havelock Tourist & Event Center or their contracted assigns are authorized to modify system wiring and cable. Contact the Center Sales Manager for telecommunications service order forms and telephone equipment rentals.
- **Use of Tape**
 - Any tape used must be removable and intended for use on painted surfaces.
 - The lessee is responsible for the removal of all tape residue marks on walls, the Main Hall floor and other surfaces.
 - Removal and damage costs incurred by the Havelock Tourist & Event Center as a result of lessee using inferior tape are the responsibility of the lessee and will be charged to the event.
- **USDA Nondiscrimination Statement**
 - In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)
 - To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.



