

# SUDAN



# SHRINERS

**P. O. DRAWER 490**

**NEW BERN, NC 28563**

**PHONE (252) 637-5197 ~ TOLL FREE (800) 697-5197 ~ FAX (252) 637-9935**

Dear Sir / Madam:

Thank you for your interest in our facility. Please find enclosed for your convenience and review, a copy of our Building Rental Schedule with other information relative to your proposed event.

We welcome the opportunity to house your function in the near future. Sudan Shrine headquarters, listed as one of New Bern's favored historical sites, is situated downtown at the corner of Broad and East Front Streets, overlooking the scenic Neuse River. Our building consists of an 8700 square foot Auditorium / Ballroom, with theatrical stage and parquet flooring. In addition, there is an 8300 square foot multi-use Activity Room / Exhibit Hall on ground level, with concession stand and Lobby / Reception area.

We host a variety of functions, including concerts, seminars, trade shows, dances, business meetings and receptions. Dates are confirmed upon signing a contractual Lease Agreement with required deposit. If you have any specific questions, please give us a call at (252) 637-5197 or (800) 697-5197. It would be our pleasure to assist your planning efforts wherever possible. Sudan's office hours are 8:30 am to 5:00 pm, Monday through Friday.

Again, thank you for considering Sudan Shriners as your event site. We look forward to having you with us.

# RENTAL FEE SCHEDULE

## Activity Room / Exhibit Hall

(First Floor – 9' Ceiling)

<b>BASIC FEE</b> (Concession Stand & Lobby / Reception).....	<b>\$500.00</b>
Seating Capacity (8300 SF).....	<b>500</b>
Banquet & Dance seating (6 to 8 per table).....	<b>375</b>

## Auditorium / Ballroom

(Second Floor – 18' Ceiling)

<b>BASIC FEE</b> (Theater Style w/ Stage).....	<b>\$750.00</b>
Seating Capacity (8700 SF).....	<b>900</b>
Banquet & Dance seating capacity (6 to 8 per table) .....	<b>500</b>

## Additional Services

SECURITY ( <i>Averages \$15 - \$20 per hour</i> )	
TABLES (Rounds or rectangular w/ chairs) .....	each \$ <b>5.00</b>
CHAIRS (set up separately).....	each <b>.35</b>
Ice Machine.....	\$ <b>25.00</b>
Custodial / Janitorial .....	\$ <b>150.00</b>

50% RENTAL FEE FOR DEPOSIT MUST BE SUBMITTED WITH SIGNED CONTRACT AT  
LEAST 30 DAYS PRIOR TO EVENT TO CONFIRM DATE(S)

***Charges based on per day / per room usage. If combined  
space and additional days needed, reduced rates may apply.***

## Catering

Although Sudan Shriners has no active food and beverage service at this time, there are several local restaurants with very reputable catering services available. It would be our pleasure to assist you with any information necessary to make your arrangements, by contacting (252) 637-5197 or (800) 697-5197. Our office is open Monday through Friday from 8:30 am to 5:00 pm.

# CERTIFICATE OF INSURANCE REQUIREMENT

Sudan Shriners requires the lessee to obtain at his own expense and keep in full force and effect commercial general liability insurance and liquor liability, if applicable, with a company licensed to do business in North Carolina with minimum limits at least \$1,000,000.00 combined single limit for each occurrence; and contractual liability insurance applicable to the identification provisions of this lease, whenever the Lessor's use of the demised premises involved mechanically operated amusement devices, motor vehicles, all owned, non-owned and hired automobiles, racing, stunting, rodeos, athletic or sports events. Lessor and their agents and employees shall be named as an additional insured where no contractual liability coverage is provided. Not less than (10) days prior to the opening day of the event, the Lessee shall furnish Lessor with a certificate of insurance certifying that insurance heretofore required is in force and will remain in full force and effect during the use or occupancy of the demised premises under this lease. Insurance shall be issued by a reputable and responsible insurance company writing the type of insurance required by the Lease Agreement in North Carolina and such insurance company shall carry a "Best's" rating of at least A+. Workmen's compensation insurance shall be provided by Lessee within statutory limits as well as occupational disease coverage.

## Special Language Needed

*Additional Insureds: Sudan Shriners, an Iowa Corporation, Shriners Hospitals for Children, a Colorado Corporation, and all their affiliated corporations.*

Event Date: \_\_\_\_\_