

## Looking for a memorable venue for your wedding or event?

The 1767 Chowan County Courthouse, deck of the 1886 Roanoke River Lighthouse, gardens of the James Iredell House, and the HESHS Visitor Center conference/gallery rooms are available for rentals. Availability may be restricted to calendar of events/programming.

### Rental Rates\*:

\$25.00            Reservation fee: non-refundable, non applicable, per unit (*payable upon holding of date*)

\$25.00            Fee per hour for events by any Not-for-Profit organization, or government agency during regular business hours, Tuesday-Friday, 9:00 am – 4:30 pm. *Must include proof of not-for-profit status.*

\$50.00            Fee per hour for events by any Not-for-Profit organization or government agency after 4:30 pm or any time of day Saturday, Sunday or Monday. *Must include proof of not-for-profit status.*

\$100.00           Fee per hour for public held events during regular business hours Tuesday - Friday, 9:00 am – 4:30 pm.

\$150.00           Fee per hour for public held events after 4:30 pm or any time of day Saturday, Sunday or Monday.

Holidays may be available by appointment.

\$150.00           Refundable Cleaning/Damage deposit, per unit.

Credit cards, cash, check or money order will be accepted for payment on reservation fee & rentals. Credit Cards are not accepted for damage/cleaning deposit. Checks, cash & money order will be accepted for damage deposits from individuals and for payment of all amounts due from organizations and agencies written from their account. Checks and money orders should be made payable to the NC Department of Natural & Cultural Resources. Address for payment of cash (in person) or to mail money orders and checks: Site Manager, Historic Edenton State Historic Site, 108 North Broad Street, Edenton, NC 27932.

Rental policy & allowances vary between site's properties and a signed rental permit policy is required for all rentals. Contact site manager for information of site rentals.

1. The 1767 Chowan County Courthouse, 1886 Roanoke River Lighthouse, James Iredell House and HESHS Visitor Center are public buildings with historic significance. Special care must be taken of the facilities at all times during use. See use agreement for specifications.

2. All evening functions must end by 10:00 PM and premises vacated by 11:00 PM by local ordinance.
3. Proposed use of any amplifying sound equipment must be cleared with Historic Edenton State Historic Site before event. Only amplified sounds at decibel levels deemed safe for humans and for the preservation of the historic building will be allowed.
4. Absolutely no smoking is permitted. No open flames (including Sterno or candles), grilling or cooking are permitted (Heating for food catering must be done by electrical means.) within historic structures or on deck of Lighthouse.
5. ALCOHOL MAY BE SERVED ONLY UNDER THE FOLLOWING CONDITIONS:
  - Alcohol use is subject to prior approval by Site Manager of Historic Edenton State Historic Site, and if approved, user must obtain alcohol permit from Site Manager prior to serving any alcoholic beverages. Site Manager will require proof of liability insurance in order to issue alcohol permit.
  - User must obtain all other necessary permits for transporting and serving alcohol.
6. Fees must be PAID IN FULL IN ADVANCE in order to make a reservation, and approvals obtained at least fourteen (14) days in advance of Courthouse use for all uses other than meetings only. Fees for meetings to be paid prior start of meeting, but reservation for meetings can be made prior to fee payment.

\* Historic Edenton reserves the right to change rental details and/or costs associated with rentals. For availability, reservations, and additional information on site rentals, email [Edenton@ncdcr.gov](mailto:Edenton@ncdcr.gov) or call 252-482-2637 to discuss your needs.