

Facilities

Keeper's Galley

Event Center

The event center is the main facility space, 4,200 SF (2,500 SF of gathering space), seating up to 200 guests. The caterer's kitchen is located on the main floor of the event center and includes an ice maker, warmers, commercial refrigerator, sinks, prep tables and shelves. The caterer must be approved by the Keeper's Galley staff.

Courtyard

The courtyard is a fenced lawn adjacent to the event center and next to the cottage court. The courtyard comes with the rental of Keeper's Galley Event Center. It is separated by a fence for privacy from the adjacent cottages. However, if patrons are renting the cottages in addition to the event center, the fence gate will be opened on the day of the Function for passage and closed at 11pm after the event is over.

Hospitality Loft:

The hospitality loft is located on the upper floor of the event center and includes a sitting area, wedding get-ready suite, groom's den and bathroom. The hospitality loft comes as part of the rental of Keeper's Galley only.

Restrooms:

Six restrooms are provided in the main area of the event center: three ladies stalls and three gentlemen stalls. Two are handicapped accessible. There is one restroom in the hospitality loft.

The Barn at Keeper's Galley ("The Barn")

Event Hall

The Barn is located next to Keeper's Galley has 2,000 SF of gathering space, seating up to 80 guests. The caterer's kitchen is located on the main floor of the event center and includes an ice maker, warmers, commercial refrigerator, sinks, prep tables and shelves. The caterer must be approved by the Keeper's Galley staff.

Restrooms:

Two restrooms are provided in the main area of the event hall; both are handicapped accessible.

Rental Guidelines

The minimum age required for the rental of Keeper's Galley and/or the Barn is 24 years old. Upon rental of Keeper's Galley and/or The Barn, you will be provided access to the facility at 9:00 am on the day of the event. The property is to be vacated by 11:00 pm on the day of the event. The 9:00 am to 11:00 pm includes time needed for preparation of the event space, the actual event, and cleanup after the event. All vendor set-up and tear-down must occur within in this time period. It is the responsibility of the Patron to coordinate with the event planner for all set-up of chairs and tables. At 11:00 pm, the event space should be cleared of all trash and transferred to the dumpster, kitchen cleaned by the caterer using the check-off list, personal items removed, and all guests vacated. The tables and chairs will be cleaned and broken down by the event space staff.

Keeper's Galley and The Barn are equipped with various types of lighting. The event planner is responsible for understanding the usage and will commit to being the sole operator of the lighting systems. Keeper's Galley and The Barn also have wi-fi, televisions and blue-tooth speaker systems available for use by the Patron.

Rental fees have a wide range based on the type of pricing (ala carte vs package), the number of guests and the event space that you want to rent. The rental fees for the event spaces include the use of the facilities and the following inclusions:

Keeper's Galley (Capacity up to 200 guests)	The Barn at Keeper's Galley (Capacity up to 80 guests)
20 sixty-inch round tables	12 eight-foot farmhouse tables
200 Chiavari chairs (champagne with white cushion)	90 metal/wood farm style chairs
200 white folding resin chairs	1 eight-foot rectangular table
2 eight-foot rectangular tables	1 six-foot rectangular table
2 six-foot rectangular tables	1 four-foot round table
1 four-foot round table	5 high top cocktail tables
1 four-foot half round table	Built-in bar
10 high top cocktail tables	
Mobile bar	

Ala carte Pricing versus Package Pricing

Ala carte

Patron may choose to rent **only** the event space and coordinate with our event planner (or an approved event planner from our preferred vendors list) to orchestrate all of the details of the wedding. You do the work.

Package Pricing

Patron may opt to purchase an all-inclusive package for a less hands on, streamlined experience. We do the work. Our packages include:

- Facility Fee
- Event Planner
- Caterer
- Florist/Designer
- Officiant
- Cake
- Linens
- Beach Ceremony Chairs

Package pricing does not include alcohol, photographer and entertainment. Patron is responsible for securing those items.

Tents

Patron is allowed to erect a tent in the designated areas of the event spaces using an approved vendor. There will be an additional \$1,000.00 charged by the facility to erect a tent.

Insurance

Sections Six, Seven and Eight of the contract hold the Patron responsible for the Function and indemnify and hold the Keeper's Galley and The Barn at Keeper's Galley harmless for damage or loss to Patron or their guests and force majeure. We therefore strongly recommend that the Patron purchase independent Liability and Loss Insurance for the Function.

I acknowledge that I have read and understand the rental guidelines above.

Event Space Contract

Event Space: Listed on proposal

Date of Function: Listed on proposal

Bride's Name (if applicable): Listed on proposal

Groom's Name (if applicable): Listed on proposal

Patron's Name: Listed on proposal

Address: Listed on proposal

Phone Number: Listed on proposal

Email contact: Listed on proposal

Type of Function: Listed on proposal

Approximate Number of Guests: Listed on proposal

Time Reserved: Listed on proposal

This agreement dated (Date) is made between Gandt Development, LLC ("Keeper's Galley and The Barn at Keeper's Galley") and the Patron shown above ("Patron") for the services of Keeper's Galley and The Barn at Keeper's Galley ("The Barn") in connection with the Functions shown above and is subject to the following terms and conditions:

1. **Deposit.** A non-refundable, non-transferable deposit for the full rental fee (listed on the proposal) must be paid by Patron prior to or at the time of signing of this Agreement. The rental fee is non-refundable in the event of cancellation. In addition, a \$500.00 refundable security deposit will be collected and held until after the event. It will be released within 30 days of the Function after verification that the property was unharmed. Payment can be remitted via check; however, the Credit Card authorization form is required to reserve the Function.
2. **Reservation.** The event space will be reserved exclusively for the Function on the date for the spaces and times shown above.
3. **Function Costs.** Prior to the date of the Function, the event space will send to the Patron a Function Sheet Estimate setting forth the costs of the Function, including North Carolina Sales Tax (6.75%), Dare County Meals Tax (7.75%) and Gratuity (20%). The Function Sheet Estimate shall constitute as part of this Agreement.
4. **Payment Schedule.** **First payment** is the deposit amount listed on the Function Estimate Sheet. It is 25% of the total and shall be paid and submitted with this signed contract to reserve the date of the Function. The full payment schedule is as follows:

Payment	Payment Amount	Payment Due
1 st Payment	25% of the total balance	Immediately to reserve the date of the Function
2 nd Payment	25% of the total balance	6 months prior to the date of the Function
3 rd Payment	25% of the total balance	3 months prior to the date of the Function
4 th Payment	Remaining balance in the event portal (if you have booked a package, this number is based off the final food and beverage numbers which are submitted 4 weeks prior to your event; otherwise, the number is based off of the event space rental balance)	1 month prior to the date of the Function
5 th Payment	Any items requested by the Patron that are added on and/or consumed during the Function. The Patron may use Visa, MasterCard, American Express or Discover for this payment, and the Patron's contract signature, herein, represents the Patron's signature on file and approval for this charge. A receipt for this final charge will be emailed to the Patron.	Within 2 weeks after the date of the Function
<p>*A credit card processing fee of 3.0% will be applied to all credit card transactions. *If Gandt Development, LLC as not received payment within 3 days past the due date, Gandt Development, LLC reserves the right to automatically charge the credit card on file.</p>		

5. Ala Carte and Package Pricing. Patron acknowledges receipt of and agrees to be bound by the rental guidelines, Function Estimate Sheet, statements of understanding, various menus and menu items, liquor service information, miscellaneous notes and charges, and rules and regulations for independent contractors and vendors. All prices shown on the function sheet are subject to change as shown therein. Any dietary restrictions in the Package Pricing are not guaranteed if not stated with final guest count given 4 weeks prior to the Function.
6. Liability and Damage of Property. Patron shall be responsible for any damage to the real or personal property at Keeper's Galley or The Barn at Keeper's Galley caused by the Patron, Patron's guests, Function attendees, or independent contractors engaged by the Patron. Patron shall be responsible for ascertaining that independent contractors (including, but not limited to, bands, photographers, decorators, designers, and entertainers) carry liability insurance covering loss or damage caused by them or their employees and maintain a worker's compensation insurance for their employees.
7. Disclaimer. Keeper's Galley and The Barn at Keeper's Galley shall not be responsible for damage to or loss (including theft) of any property of Patron or guests of Patron, Function attendees, or independent contracts engaged by Patron. Nothing of value should be left overnight before or following the day of the Function. All personal property and items must be removed by the completion of the Function.
8. Indemnity. Patron shall indemnify and defend Keeper's Galley and The Barn at Keeper's Galley and hold it harmless from all claims, loss, liability, costs or expenses (including attorney's fees) rising from or in connection with the Function, including but not limited to claims of property damage, theft, personal injury, or death, except to the extent caused by the gross negligence or willful misconduct of Keeper's Galley and The Barn at Keeper's Galley. While not required, Event insurance is strongly recommended.
9. Event Planner. An event planner is required for the Function. While there is an option and strongly recommended to hire the event planner at Keeper's Galley and The Barn, Patron is may choose an outside event planner. If hiring an event planner not on the Preferred Vendors list, the event planner must be approved by Keeper's Galley and The Barn. If utilizing the event planner at Keeper's Galley and The Barn, there is an understanding that this person may not be able to attend, but that a trained professional event planner will fill the position. Keeper's Galley and The Barn has every intention of having that individual there on the date of the Function. The event planner is also responsible for oversight and protection of all remote controls used for the technology in Keeper's Galley and The Barn and will ensure that all remotes are returned to their appropriate storage location.

10. Arrivals. Patron may arrive at Keeper's Galley and The Barn no earlier than 9:00 am on the day of the Function. For earlier access, there will be a charge of \$350.00 per hours. Vendors are not allowed to setup at Keeper's Galley or The Barn prior to 9:00 am, unless earlier access has been purchased.
11. Load out. Patrons may not leave décor items overnight. All items must be removed at the conclusion of the Function. No items of value nor personal items are to be left on property and must be removed on the night of the Function. There will be a charge applied, at the discretion of Keeper's Galley and The Barn, for late pick up.
12. Regulations. Keeper's Galley and The Barn may, at its discretion, impose such regulations and monitor and exercise such control over the conduct of the Function attendees as it reasonably deems necessary, but shall have no liability whether or not it does so. Keeper's Galley and The Barn shall abide by the North Carolina Alcoholic Beverage Control laws and exercise responsibility in the serving of alcoholic beverages. Keeper's Galley and The Barn exercises the right to stop serving alcoholic beverages to any guest who the staff of Keeper's Galley and The Barn deems intoxicated.
13. Force Majeure. Keeper's Galley and The Barn and Patron (parties) shall be excused from their performance under this Agreement to the extent that such performance is delayed or prevented (due to becoming inadvisable, commercially impracticable, or impossible to carry out) by causes beyond their control, including, but not limited to acts of God, inclement weather conditions, acts or orders of governmental authorities, arrest or seizure under legal process, fire, flood, explosion, disease/medical epidemics or outbreaks, or strike of any kind.
14. Cancellation Policy. The deposit of the rental fee is non-refundable and non-transferable to another date or Function unless cancellation is caused by an aforementioned Force Majeure event. Patron is responsible for all payments due according to the payment schedule outlined in section 4 as of the date of cancellation. Upon any cancellation by Patron, Keeper's Galley and The Barn will refund all amounts paid by Patron with the exception of the rental fee unless caused by an aforementioned Force Majeure event. In such condition, the rental fee will also be refunded. Upon any cancellation by Keeper's Galley and The Barn, all amounts paid by the Patron will be refunded including the rental fee. Keeper's Galley and The Barn shall have the right to cancellation for convenience.
15. The parties have signed this Agreement as of the date written below.

Statement of Understanding

1. Capacity. The maximum capacity in Keeper's Galley is 200 guests. The maximum capacity in The Barn is 80 guests.
2. Alcoholic Beverages. Beer, wine and liquor are permitted in Keeper's Galley and The Barn. All alcohol must be served by the license and insured catering staff; self-serve bars are not permitted. Kegs must be in a kegerator. Cash bars are limited to non-profit organizations only who obtain a one-time permit from the North Carolina ABC commission. A "last call" for alcohol must be announced 30 minutes prior to Function's conclusion, and the bar must be closed 15 minutes prior to the end of the Function.
3. Smoking. Smoking is prohibited in all indoor facilities.
4. Illegal substances. Use of any restricted or illegal substance on site by or on behalf of the responsible contracted rental, guests and associated vendors will result in immediate expulsion from the property, Function cancellation without refund and notification of the proper authorities and law enforcement officials in accordance with the state of North Carolina.
5. Parking. Keeper's Galley has 40 parking spaces, and The Barn has 20 parking spaces. If the event spaces are not booked at the same time, Patron may utilize the neighboring event parking lot for overflow parking. Vehicles may be left overnight after the Function but must be promptly removed by 8:00 am the day after the Function.
6. Chandeliers. Keeper's Galley and The Barn have some beautiful, intricate chandeliers and lighting. Bouquets and garters can be tossed, but please refrain from tossing them in the direction of the lighting. Please ensure that your event planner, DJ and/or band understands this requirement when planning the bouquet/garter toss. Should they be struck by an object and become entangled, the Patron will be responsible for any repairs and/or maintenance required to return them to original state.
7. Décor restrictions. Please refrain from the following:
 - Tape on any wall, floor, ceiling, deck, railing, table, chair or trellis work.

- Blue painter's tape, electrical tape, gaffers' tape; 3M tape products, foam tape, gum type tape or adhesive sticky goo. Nails, tacks, staples, pins or glue cannot be used on the facility walls, floors, equipment.
- Throwing of birdseed, rice, salts, glitter, oatmeal or confetti – including biodegradable versions.
- Blowing of bubbles inside the facility; bubble blowing is allowed outdoors.
- Sprinkling of glitter, confetti, potpourri, sequins, opened candy, herbs, sand, moss or ash on tables, floors, ledges or windowsills – including biodegradable versions.
- Sparklers or pyrotechnics inside or out – fireworks (including sparklers) are illegal within city limits.
- Use of flammable or combustible materials are prohibited. No open flame or fires are permitted on-site.
- Open flames or burning of items – including s'more roasting.
- Tiki torches inside or outside.
- Balloon releasing and no floating lanterns.
- Water gel beads (often used in floral arrangements).
- Hay bales - inside or outside (fire hazard).
- Live Christmas trees (fire hazard); please use artificial trees
- Bubble, fog, rain/snow machines or pull smoke grenades.
- Décor affixed to chandelier or light fixtures.
- Animals/pets.
- Signage banners or decorations to the Keeper's Galley and The Barn exterior, signage or trellis work.
- Staking into Keeper's Galley and The Barn landscaping and grass lawn. Free-stand shepherd hooks only.
- Hanging / affixing / nailing any items to surrounding trees and shrubs on the property.
- Space heaters or propane umbrella heaters inside.

8. Allowances.

- Open flame candles for wedding ceremonies, unity candles or candelabras may be used without an enclosed glass holder as long as they are lit just prior to the ceremony and extinguished immediately after the ceremony.
- Flower petals can be displayed on indoor tables & windowsills (silk preferred) but not on the floors. Flower petals can be sprinkled by a flower girl down ceremony aisle (silk petals preferred indoors, live petals required outdoors) but the aisle cannot be fully coated or fully lined with the petals. Petals cannot be tossed by guests. Petals must be cleaned up by renter by end of event.

9. Ceiling Decorating Tips

- We encourage the use of freestanding decorations.
- We have installed wire rigging around the perimeter, above the doors, to assist with draping/lighting. You can drape from the stair rails and the sconces if needed.
- Zip-ties, bendable metal shower hooks, fishing wire or string work great to hang items from outside or inside.
- Objects heavy enough to leave marks on the floor are not to be dragged across the floors. Please use a hand truck or dolly. No motorized vehicles are permitted inside the facility.

10. Yard Games.

- Yard games can be permitted if approved in advance. Please email a list of the yard games you would like to have at your Function to our office for review at least one month in advance of your event. The sooner always the better though before you get too far into your planning and purchasing!
- We will not approve any games that require staking into our lawn such as croquet, horseshoes or lawn darts.
- We will not approve any games involving mess creating items such as eggs, water balloons, etc.

- Games most often approved include lawn bowling, bean bag toss, corn hole, washers, ladder ball, 3 legged races, frisbee, golf, miniature golf, badminton & Jenga.
 - Please do not use any chalk to outline games.
11. Beach Weddings. A permit is not required for ceremonies on the beach; however, guests should observe the “no parking” signs on S. Virginia Dare Trail and South Old Oregon Inlet Rd. Alcohol may not be served on the beach. Tents are not allowed on the beach in order to maintain clear access by beach patrol lifeguards.