
HINES FARM PARK AND STABLES



765 CEDAR RUN RD, JACKSONVILLE, NC 28540
(910) 347-5332 | Onslow.Recdesk.com

1. Introduction

Welcome to Onslow County and thank you for considering Hines Farm Park and Stables for your upcoming function! Our staff is committed to serving your needs in a manner that ensures your function runs smoothly and efficiently. This handbook explains our policies and procedures, as well as outlines all the information you should need for your event. Should you have additional questions please contact us at 910-347-5332 or at taylor_kirkland@onslowcountync.gov

2. Facility Features

- 165 chairs
- 20 wooden benches (Seats 4)
- 2 wooden pews (Seats 8-10)
- 1 sweetheart table
- 1 4-foot round folding table
- 12 5-foot round tables (Seats 6-8)
- 18 8-foot rectangle tables (Seats 8)
- 1 4-foot rectangle table
- 2 bi fold rectangle tables
- 1 barn door (walk-thru)

The Social Hall can accommodate up to 155 people with tables and chairs.

The Meeting Room can accommodate up to 62 people with tables and chairs.

3. Terms & Conditions

Facility Usage:

Hines Farm Park and Stables' Social Hall, Meeting Room, and Cabins are available on a first come, first serve basis, with priority given to County sponsored events. Any adult (18 years and older) may rent the facility by reading and understanding the Hines Farm Parks and Stables Reservation Information, and by calling our office at (910) 347-5332.

Setup:

Room rental fees include providing tables and seating; however, it is the renters responsibility to set up the layout. Any additional setup (entertainment or food vendors, decorations...etc.) should be included in the rental time indicated upon submission of the Details Form. The facilities included in the Details Form will NOT be available prior to or after the times indicated upon submission of the Details Form.

All County tables and chairs must be kept on the premises. Setup of decorations and any materials/items provided by a third-party vendor is the responsibility of the supplier and/or renter. Hines Farm Park and Stables does not provide storage for personal belongings or rental equipment. All deliveries of supplies or equipment must be made the same day of the event with advance notice of the time of delivery.

Decorations:

The facilities at Hines Farm Park and Stables are rented "as is" and shall be limited to table decorations or free-standing decorative elements. While not required, tablecloths are

recommended as a way to elevate the space and help with easier cleanup. Nothing may be placed or hung on walls, doors, or windows of the building. This includes the use of tacks in walls, floors, doors, door frames or furniture. No doorways may be locked, or public corridor blocked in any way. Electrical connections and special lighting must be approved in advance. All costs of food and additional rental items (floral, entertainment, centerpieces...etc.) are coordinated separately from Hines Farm Park and Stables and are the responsibility of the renter.

Vacating the Facility:

After an event, the facility shall be cleaned, all decorations and trash shall be removed, and the facility shall be vacated by the end time indicated on the Rental Agreement. The rental applicant is responsible for removal of all personal articles (including leftover food, decorations...etc.) and depositing it in the dumpsters located in front of the outdoor patio area. All tables, chairs, countertops, and appliances used shall be wiped clean. Rental applicants are not required to sweep or mop but may need to spot clean. If it becomes necessary for Town personnel to do extensive cleaning, an additional hourly fee may be added to the rental fee, as determined by Town personnel. The rental is additionally liable for any damage to the building, its contents, or grounds.

Prohibited Items:

Concealed firearms are not permitted on the premises.
Sparklers/fireworks/pyrotechnics are not permitted on the premises.
No illegal substances are allowed on the premises.
The use of tobacco products is not permitted on the property.
The use of confetti, glitter, or decorative sand is not permitted.
Only Service Animals are permitted inside the facility and must be kept on a leash at all times.
Open flames are not permitted, however floating candles are permitted on the premises.
Alcohol is not permitted on the premises.

Minors:

Children must be supervised at all times for the duration of the rental. Any rental with participants under the age of 18 is required to have at least one chaperone for every ten (10) minors present for the event.

Personal Property:

Onslow County is not responsible for any valuables or personal property left of the premises.

4. Booking Your Space:

Rental of the facility is arranged through Onslow County Parks and Recreation. Rentals may not be booked more than one year in advance and no less than one month in advance. A rental reservation is considered binding after the Rental Agreement form has been signed by the rental applicant, approved by an Onslow County Parks and Recreation employee, and the minimum rental deposit has been paid. Rental applicants shall not advertise any event until this time. The remaining balance of the rental fee is due fourteen (14) days prior to the event. If the remaining balance is not paid, applicants will be subject to a rental cancellation. No facility fees may be waived for reserving the space.

Prior to booking the space, staff will provide one (1) free initial consultation including a walk-through to discuss features, amenities, and to answer any questions regarding the space. After confirming the reservation, and in addition to the hours indicated on the agreement, the Event Center will be available to clients for one (1) added 30-minute consultation. If the renter extends past the 30-minute consultation time, an hourly rate will be added to the rental fee.

5. Hines Farm Park and Stables Rental Rates:

The Hines Farm Park and Stables Rental Rates are non-negotiable. An Onslow County Parks and Recreation Staff member will be on duty during all scheduled events.

FACILITIES / PRICING / DEPOSIT		
Facilities	Pricing	Deposit
Social Hall Seats up to 155	\$350 (6hrs. or less)	\$200 refundable deposit
	\$750 (over 6hrs.)	
	\$75/hr. (MON-FRI ONLY)	25% of total fee
Barn	\$250 (social hall add-on 4 hr. max)	Part of Social Hall deposit
	\$500 (4hr. max)	15% of total fee
Meeting Room Seats up to 65	\$50/hr. (2hr. minimum)	25% of total fee

Payments:

Cash, check, and credit/debit are accepted forms of payment. A 3% nonrefundable convenience fee is applied to the total amount of all card payments. Check payments can be made out to "Onslow County Parks and Recreation" and may be dropped off at the Admin Building at 1244 Onslow Pines Rd.

Cancellation Policy:

Cancellation more than fourteen (14) days prior to the event may be refunded in-full, if given a written notice.

Cancellation less than fourteen (14) days prior to the event will result in loss of the 50% rental deposit.

The County of Onslow reserves the right to cancel or postpone any event or use of the facility.

6. How to Reserve your Space:

- Using the link below, please visit our online website.
<https://Onslow.Recdesk.com>
- Here you will first need to **Create an Account**.
- Once you have created an account you can call our office at (910) 347-5332 or come into our office at 1244 Onslow Pines Road to reserve the facility.
- Please remember that for your reservation to be finalized, the deposit must be paid, and the Rental Agreement must be signed.

Renter Checklist:

- ☐ You are intitled to a 30-minute walk-through of the space to review packet and facility features.
- ☐ Pay your **final payment** (no later than 14 days prior to your event)
- ☐ Complete the Day of Walk Through with the on-site staff.

For any other questions, please feel free to contact us, and thank you again for choosing Hines Farm Park and Stables for your upcoming event!