



at the Historic Carson House

Wedding Pricing Guide 2018-2019

The Jubilee Arbor was built on the eight-acre grounds of the Historic Carson House museum in 2015.

This is a three-season event venue styled after the meeting houses of the 19th century, conforming the estate's historic background and rigorous historic preservation. The Jubilee Arbor has a maximum dinner seating capacity of 175 guests and an auditorium seated capacity of 300. Situated on the beautiful grounds of the Historic Carson House museum, this venue lends couples the perfect setting to go back in time and get married in front of our historic barn, the 1793 house, or anywhere on the grounds.

Bronze Package: \$150 (\$150 refundable deposit)

Our most basic package. Includes one-day week-day rental without chair and table resources. Perfect for intimate weddings on the grounds and small dinner parties!

Includes:

- **All-day access to Jubilee Arbor event space and estate grounds (8 a.m. – midnight)**
 - **Monday through Thursday**
- Event space resources:
 - Catering kitchen with refrigerator
 - Ambiance lighting, with interior lantern and twinkle lights
 - Circulating fans
 - Two acres of field parking space
 - One handicapped parking pad
 - Gentleman's and Lady's restroom facilities
 - Garbage cans and liners
- Two-Week Consultation – tour the facilities and prepare for event

Silver Package: \$300 (\$150 refundable deposit)

For couples looking for an all-access week-day wedding, this package gives you the Jubilee Arbor and grounds, including our full slate of services: clean-up of the facility prior to your event, set up and take down of our tables and chairs, and clean-up post-event.

Includes:

- **All-day access to Jubilee Arbor event space and estate grounds**
 - **Monday through Thursday**
- **One set-up and take-down of event resources in the Jubilee Arbor**
- Event space resources:
 - 18 (60 inch) round tables (seats 8)
 - 8 (60 inch) rectangular tables (seats 8)
 - 144 cushioned tan folding chairs
 - (and all resources from the Bronze package)

Gold Package: \$800 (\$300 deposit)

This package is perfect for the do-it-yourself bride and groom who only need one day to set up their dream wedding! This package gives you the Jubilee Arbor and grounds for one weekend day, including our full slate of services: clean-up of the facility prior to your event, set up and take down of our tables and chairs, and clean-up post-event.

Includes: All resources from the Silver Package (see above)

Platinum Wedding Package: \$1100 (\$300 deposit)

Our most luxe package! Rent the Jubilee Arbor and museum grounds for two days, ideal for the couple who want to have a rehearsal event and setup the venue the day before their wedding. This package also includes our full slate of services for both days, so you can rest while we set up for two days of events in the Jubilee Arbor.

Includes: **Two set-ups and take-downs of event resources in the Jubilee Arbor** and all resources from the Silver and Gold Packages (see above).

Special Promotions:

Last-Minute Booking: If you want to book a wedding less than thirty days in advance, please call the Historic Carson House for our discounted rates.

Private HCH Society Members, Partners, and Board of Directors Weddings: Call for details



Today's Date: _____

Names of the Bride and Groom: _____

Other Names Associated With Event: _____

Mailing Address (for deposit check): _____

Phone: _____ Cell: _____

Email Address: _____

Purpose of Rental/Package Requested: _____

Date Requested: _____ Time of Event: _____

Requested Equipment Set-up Time: _____ Schematic #: _____

Arrival on Property: _____ Departure Time: _____

Two-Week Consultation Date and Time: _____

(Two-Week Consultations and Additional Tours of the Property for Planning or Scheduling Purposes Can Only Be Booked in Advance Wednesdays and Thursdays from 10 a.m. until 4 p.m. or by Special Accommodation Appointment)

Estimated Attendance: *(circle one)*

0-50 50-100 100-150 150-200 200-250 250-300 300-350

Note: Max. Dinner Seating 175 / Max. Auditorium Seating 300

Type of Seating Requested: *(circle one)* Dinner Auditorium

Will alcohol be served? *(circle one)* Yes No

Conditions of Usage and Procedures for Reservations for the Jubilee Arbor at the Historic Carson House

Mission of the Arbor

The Jubilee Arbor primarily supports the mission of the Historic Carson House (HCH) through events or programs approved by the HCH Board of Directors and their representative, the Arbor Manager, and enacted by the HCH Board of Directors, HCH Staff, HCH Society, and the HCH Partners, who are given priority usage over any other user.

By extension of the mission of HCH, usage of the facility is available to local groups or private citizens who are unaffiliated with the HCH which serve to advance educational, cultural, social, civic or economic development in the community. Usage of the Arbor is governed by the following procedures for obtaining Reservations for use of the Arbor and Conditions of Usage.

I. Conditions of Usage

Article I. Applications for use of the Jubilee Arbor at the Historic Carson House are accepted on a first come, first-served basis by the office of the HCH Executive Director at:

1805 Hwy. 70 West, Marion, NC 28752
(828) 724-4948
info@historiccarrsonhouse.com

Reservations may be made by phone, email, or in person. Reservation application forms are available at the HCH Office during regular business hours, Monday thru Saturday 10-4 from April through November. For reservations during the off season, inquiries may be made via email; no exceptions.

Article II. The decision as to whether a proposed activity or event can be accommodated at the Jubilee Arbor rests with the HCH Board of Directors and their representative, the HCH Arbor Manager.

Article III. From April 1 through November 30, the Jubilee Arbor can be scheduled for use seven days a week.

Article IV. The Jubilee Arbor daily rental period is from 8 a.m. until 2 a.m.; however, county noise ordinances take effect at 10 p.m. on Friday nights and 11 p.m. on Saturday nights. The HCH does not expect events to be concluded by this time but ask that clients be aware of and respect these ordinances. If clients disrupt neighboring facilities with excessive noise, the HCH is not responsible for any resulting penalties. **The client should be aware of the aforementioned departure time indicated above and agrees, with the signature below, to vacate the premises by that time.** Failure to do so could result in the forfeiture of your rental deposit.

Article V. An approved reservation for the use of the Jubilee Arbor does not include admission to, or use of, other HCH facilities. In the case that admission to the HCH Museum is desired for event guests, arrangements must be made in advance with the HCH Executive Director.

Article VI. HCH permits users to serve beer, wine, and alcoholic beverages in the Arbor subject to all restrictions imposed by North Carolina Law. No alcohol may be served to anyone under the age of 21. Event insurance must be purchased if you are distributing alcohol. Your signature, below, indicates full understanding and acceptance of any penalties associated with non-compliance of North Carolina Law during your event. If applicable, you must submit a copy of your event insurance at the Two-Week Consultation Meeting or your event will be subject to cancellation.

Article VII. The Jubilee Arbor is a smoke-free environment. Smoking of tobacco or any substance not allowed by law is not permitted in the Jubilee Arbor or anywhere on the HCH property.

Article VIII. Possession or use of firearms, knives, or any other weaponry is strictly forbidden. Exceptions may be made for antique firearms used for prearranged demonstration purposes only.

Article IX. No objects can be fastened to the interior of the Jubilee Arbor by users employing nails, tacks, screws, or any object that leaves a permanent hole or mark on the structure (including 3M strips). Judicious use of wire, tape, string, and other such objects are permitted as long as they are removed prior to the client's evacuation of the property.

Article X. All decorations, furniture, food, etc. provided by the user must be removed immediately following the scheduled event or they will be disposed of and the client's deposit will be forfeit. All garbage and refuse must be placed in the provided trash containers; restrooms must be left clean and presentable: failure to do so will result in the forfeiture of the deposit. If the event generates more trash than will fit in the provided bins, the client is responsible for removing the excess refuse from the property. Bags of trash not put into containers cannot be left out, overnight, on the property and any event to do so will automatically forfeit their deposit.

Article XI. While fires are permitted in the fireplace, the user is responsible for fire safety: all fires must be extinguished or carefully banked prior to the users departure from the Arbor. Users may provide their own wood or may purchase wood from the HCH.

Article XII. Grilling on open grills is permitted outside the Arbor in our designated area (handicap parking pad)—not under the roof of the Jubilee Arbor.

Article XIII. Tables, chairs, and other properties belonging to the facility will be set up and taken down by HCH Maintenance Staff only. **Clients will not be given access to the HCH storage area or resources after the initial setup; no exceptions.** Tables and chairs listed on the "Special Event Pricing Guide" may only be used in one of the preformatted schematics provided by the HCH staff. Tables and chairs that are the property of the HCH cannot be used in any location other than the Jubilee Arbor. Damage to any HCH tables, chairs, and other properties will result in the forfeit of the deposit or be charged to the client if the damage is in excess to the rental deposit.

If the client choses to have a ceremony at another location on the estate, they must rent the materials separately for that purpose and are responsible for having the materials delivered, set up, taken down, and cleaned in the time frame that they have rented the HCH property. (Please Note: Many rental companies will not pick up rented materials on the weekends. As such, client who intend to book ceremony site tables, chairs, tents, etc. should book extra days accordingly. For example, if your wedding is on a Saturday and you have booked materials (chairs, tents, etc.) for the ceremony/reception, you should also book Sunday to avoid interrupting another client's event.) The HCH Maintenance Staff will not be responsible for any materials not owned by the HCH and the client and associated vendors cannot hold the HCH liable for any damages, theft, etc. that happens to property that is left on the estate. The HCH Staff will

not be responsible for accepting the delivery of any rented materials and the client must have the materials delivered at a time when the HCH is open to ensure they have access to the property.

II. Procedures for Obtaining Reservations for the use of the Jubilee Arbor.

I. Article I. Applications for use of the Jubilee Arbor at the Historic Carson House are accepted on a first come, first-served basis by the office of the HCH Executive Director at:

1805 Hwy. 70 West, Marion, NC 28752
(828) 724-4948
info@historiccarrsonhouse.com

Reservations may be made by phone, online, or in person. Reservation application forms are available at the HCH Office during regular business, Monday thru Saturday 10-4 and Sunday 2-5 from April through November. For reservations during the off season, inquiries may be made online or via email; no exceptions. For specific dates that are already booked, clients may sign up for a waitlist and be contacted at the 60 (sixty) day mark if the date becomes available. The waitlist does not guarantee a spot but helps the HCH staff contact interested clients who are tied to a fixed date that has been previously booked.

Article II. In order to hold the date of the event, the deposit must be made at the same time as the client submits the reservation application. **Deposits are refundable if there are no violations of the rules or damage to the facility after the event.** If there are damages to the property in excess of the deposit, the user will lose the deposit and be required to pay for the damages.

Article III. The fee for use of the Arbor is payable at the Two-Week Consultation Meeting. If a client who has paid the security deposit decides to cancel an event, they will be given 50% of their deposit back if they cancel 120 days in advance. If they cancel an event less than 120 days in advance, their deposit is forfeit. Fees paid by check should be made to the Jubilee Arbor at the Historic Carson House. A charge of twenty dollars will be made for any returned checks and usage may be denied. The HCH also accepts debit and credit cards for event transactions with a 3.5% service fee. PLEASE DO NOT make a credit card deposit payment online without consulting with a staff member of the Historic Caron House first, to ensure your date is available!

Article IV. In rare circumstances, permission to access the Jubilee Arbor the day before the event for purposes of preparation will be given at the discretion of the HCH Executive Director.

Article V. The user agrees to be responsible for any injury to persons or damage to property which occurs during the users' event. By signing the application the user acknowledges that they have read and understand this condition, and agree to indemnify and hold harmless from liability The Historic Carson House or any of its affiliates any personal injury or property damage that occurs at any time on the property of the HCH.

As a representative of the applicant, the undersigned acknowledges receipt and agrees to abide by the Conditions for the Usage for the Jubilee Arbor at the Historic Carson House.

Applicant Signature: _____ **Date:** _____

Arbor Manager Signature: _____ **Date:** _____