

at the *Historic Carson House*

Event Date: _____

Today's Date: _____

Applicant(s) Name(s): _____

Signature(s): _____

Address: _____

Phone(s): _____ or _____ Email: _____

Purpose of Rental: _____

Package Requested (if applicable): **Bronze Silver Gold Platinum** (circle one)

Time of Event: _____

Expected Time of Arrival on Property: _____ Expected Time of Departure: _____

Two Week Consultation Date: _____ Time: _____

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

Will Alcohol be served? **Yes or No** (Circle one)

Note: If you intend to serve alcohol, you must provide a signed copy of your Alcohol Permit to the HCH two weeks prior to your event. It is recommended to have event insurance and to provide a copy to HCH. If no certificate of insurance is provided, the HCH accepts no liability for injury or damage resulting from serving alcohol. The signee will accept full responsibility and liability for any injury or damage resulting from serving alcohol at this event and will hereby agree, save, and hold harmless the HCH from any responsibility or liability for the serving of alcohol at this event. (Signature) _____ (Date) _____

Total Cost of Rental: \$ _____ Deposit Required: \$ _____ Date Deposit Paid: _____

Deposit Payment Method: **Cash or Card** (circle one) Deposit Taken by: _____

Making Payments of \$ _____ per month for _____ months on the _____ day of the month:

Payments to be made **In Person** or by **Invoice** (circle one)

1st Payment date _____ (**Card or Cash**) by _____ 2nd Payment date _____ (**Card or Cash**) by _____

3rd Payment date _____ (**Card or Cash**) by _____ 4th Payment date _____ (**Card or Cash**) by _____

5th Payment date _____ (**Card or Cash**) by _____ Final Payment date _____ (**Card or Cash**) by _____

Paid in Full date _____ (**Card or Cash**) by _____

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 Arbor is governed by the following procedures for obtaining Reservations for use of the Arbor and Conditions of Usage.

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

historiccarsonhouse@gmail.com

Reservations may be made by phone, online, or in person. Reservation application forms are available at the HCH Office during regular business hours, Wednesday through Saturday, 10 a.m.– 4 p.m. and Sunday 2-5 p.m. from April through November. For reservations during the off season, inquiries may be made online or 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 Executive Director.

Article III. From April 1 through November 30, the Jubilee Arbor can be scheduled for use seven days a week. For off season events, December through March, events are scheduled at the discretion of the HCH Executive Director and are subject to staff availability.

Article IV. The Jubilee Arbor may be scheduled for use any hour of the day; 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. All events on the Historic Carson House property must be concluded by 12 midnight. If clients disrupt neighboring facilities with excessive noise, the HCH is not responsible for any resulting penalties. The client should be aware of the departure time indicated above and agrees to vacate the premises by that time.

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, arrangements must be made in advance with the 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. *If you intend to serve alcohol, you must provide a signed copy of your Alcohol Permit to the HCH two weeks prior to your event. It is recommended that you have Event Insurance. If no certificate of insurance is provided, the HCH accepts no liability for injury or damage resulting from serving alcohol.* If applicable, you must submit a copy of your Event Insurance and Alcohol Permit at the Two-Week Consultation Meeting or your event will be subject to cancellation. _____ (Signature of renter) _____ (Date)

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

Article VIII. Possession or use of firearms, knives, or any other weaponry is strictly forbidden. Exceptions may be made for antique firearms use 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, glue, or any object or substance that leaves a permanent hole or mark on the structure. Judicious use of wire, tape, string, and other such objects are permitted as long as they are removed *completely* 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. Garbage must be bagged, tied, and placed in the bins located outside the Arbor. Restrooms must be left clean and presentable; restroom trash bags (including the ones in the stalls) must be removed, tied, and placed in the bins located outside the Arbor. *Failure to do so will result in forfeiture of the deposit.* _____ (Initials)

Please Note: *Any non-biodegradable decorations such as artificial flower petals, glittery confetti-type objects, sparkler wires, etc. must be picked up by the client and removed or a cleaning fee will be deducted from the rental 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 user's departure from the Arbor. Users must provide their own firewood.

Article XII. Grilling is permitted outside the Arbor off the concrete area. No grills are to be used under the roof of the Jubilee Arbor.

Article XIII. Renter must be 21 years of age or older.

Article XIV. Not-for-profit organizations may rent the Arbor for reduced rates with appropriate documentation of not-for-profit status.

Article XV. Cancellations: If the renter notifies the HCH of a need to cancel an event prior to 3 months before an event, the deposit will be refunded. If the notification is less than 3 months prior to an event but 10 calendar days or more prior to the event, all rental fees MINUS the deposit will be refunded. If an event is cancelled less than 10 business days prior to the event, the renter shall forfeit ALL fees. _____ (Initials)

Article XVI. All minors must be supervised by adults at all times.

Article XVII. That the **security deposit will be refunded 30 days after the scheduled event** if the rental areas are left in approximately as good condition as when received for use and there have been no alcohol violations. If areas are not left in approximately as good condition as when received, the initial deposit will be prorated and applied towards the expense of cleaning and/or repairs or replacement. The HCH reserves the right to bill for any expenses that exceed the rental deposit.

By signing this contract, I understand, accept, and agree to abide by all the rules and regulations set forth in this document.

Signature of person responsible for rental: _____ Date: _____

Witnessed by: _____ Date: _____

The security deposit refund should be made payable to and mailed to the following:

Payable to: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____

Revised 9/14/22

Fee Schedule

Standard Rental Weekday Wedding - \$370

1 Day Weekend Wedding - \$800

2 Day Weekend Wedding - \$1,100

3 Day Weekend Wedding - \$1,400

Refundable Deposit -\$300 weekend wedding, \$150 for weekday wedding

Children's Parties -\$150

Reunions, Bridal and Baby Showers - \$270

Refundable Deposit for parties, reunions, bridal and baby showers - \$50

No charge for non-profits and board members. We do request a donation.

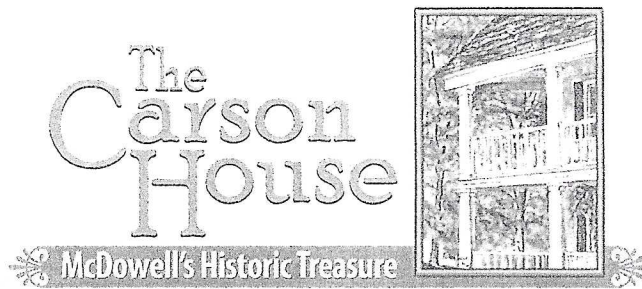
Cleaning and set-up fee \$120 (set-up and take down)

Tour of Carson House - \$10 for adults

Students for tour group - \$2 per student

Copies - \$.25 per page

Processing fee will be added to deposits or rental payments when a credit card is used.



Before leaving the Jubilee Arbor:

Make sure all food is removed from refrigerator and it is left clean.

Wipe off counters and wipe up any spills.

Make sure all doors are locked.

Make sure all lights and fans are off.

Close gate.

All garbage, including restroom trash, must be bagged and tied securely. Bags must not be so heavy that they are not easily lifted. All bagged trash must be placed in bins located behind the Arbor.

A \$50 extra fee will be charged if trash is not secure, tied and properly disposed of.

Thank you,

The Carson House Staff

I have read and understand these rules:

Signed _____

Date _____ Date of Event _____