



WEYMOUTH CENTER FOR THE ARTS & HUMANITIES

555 E. Connecticut Avenue, P.O. Box 939
Southern Pines, North Carolina 28388 (910) 692-6261

RENTAL CONTRACT

This agreement is entered into between **Friends of Weymouth, Inc.** and the following person or group, hereinafter known as **Renter**:

Name
Address, City/State/Zip
Responsible party name and phone #'s
Email

FRIENDS OF WEYMOUTH, INC. owns the grounds and buildings known as the Weymouth Center for the Arts & Humanities, located at 555 East Connecticut Avenue, Southern Pines, North Carolina. Weymouth Center is a historical and architectural landmark with special requirements regarding its use.

- DATE OF EVENTS:** Day / Date /
- AREA TO BE USED:** Main Event Space / Other areas included with rental
- PURPOSE OF USE:** Event type
- BEGINNING/END TIME:** Span of Rental including setup & cleanup / Actual Event time
- MAXIMUM CAPACITY:** Inviting ###, expecting ###
Please call Property Manager, Alex Klalo, for setups 910-692-1977.
- FEES:** \$Fee + (holiday fee may apply depending on date) + \$250.00
Refundable Security Deposit. Total: \$Amount.00.
- PAYMENT:** We accept cash, checks* or charge**. One half of the rental amount and the entire refundable security deposit are due within 2 weeks of original contract date, and will secure the event date.
*Please make checks payable to Friends of Weymouth.
**There is a 3% processing fee for credit card payments.
- AMOUNT DUE BY DATE:** \$Half fee (+holiday) + \$250.00 security deposit for a total of \$Sum is due by Date (approx. 2-3 weeks from mailing).
- BALANCE DUE BY DATE:** \$Balance is due by Date (-one month prior to your event.)
- CANCELLATION POLICY:** To receive a full refund, the event must be cancelled 61 days prior to the event. If the event is cancelled within 60 days, 50% of the rental fee will be retained by Weymouth Center. The refundable security deposit will be returned to the Renter.
- NOTICES:**
- 1) Should Renter misrepresent the event, the Renter may be charged additional fees in accordance with Weymouth's event pricing details.
 - 2) All events must end by 11:00 p.m. All guests and catering staff are required to vacate the Boyd House and the grounds by 11:30 p.m. If they do not comply, or if the House is left in an unsightly condition (to be determined by the Property Manager), the entire security deposit will be retained by Weymouth.
 - 3) If you need to come to Weymouth prior to event for planning purposes, you *must* make an appointment so that another scheduled event does not get interrupted.

FACILITIES TO BE PROVIDED IN ACCORDANCE WITH COMPLETED RENTAL CONTRACT,
INCLUDING PRICING AND PAYMENT OF FEES, PERMITS AND INSURANCE.

REGULATIONS FOR THE USE OF THE WEYMOUTH CENTER

Renter Responsibilities

1. **PLANNING SESSION:** Renter is responsible for scheduling an appointment with Weymouth's Property Manager, Alex Klalo, *at least four (4) weeks prior to the event* to plan and confirm the necessary set-up and clean-up schedule. Call (910) 692-1977 from 8.30am-3:30pm, Monday-Friday. The caterer should be included in the planning session.
2. **KITCHEN USE:** Cooking is not permitted on the grounds or in the house *except* in the kitchen, or with permission from the property manager. Kitchen may not be left unattended while stove or oven is in use. Members of catering staff or representative of business, individual or organization utilizing the premises must remain in the house while the stove or oven is in use. Intention of Kitchen Use must be reflected in Area To Be Used on page one.
3. **ALCOHOLIC BEVERAGES** shall be provided by the Renter, who in turn is responsible for each guest's behavior during and following the consumption of alcohol. Please see that your event is a safe and happy one in accordance with legal restrictions.
4. **ALCOHOL PERMITS:** If a caterer provides alcohol, then the caterer is responsible for alcohol permits and insurance. If a renter provides alcohol, then the Renter must provide alcohol permit and insurance umbrella for alcohol. (Suggested policy of \$1 million for personal events such as weddings and \$2 million for commercial events where alcohol will be served or sold.)
5. **RENTER and RENTER'S CATERER AND FLORIST** are responsible for the proper care and maintenance of Weymouth during the period of use. All rooms and grounds must be left as they were found. All flowers, decorations, food/drink containers, etc., must be removed.
6. **CLEAN-UP SCHEDULE** must be confirmed with the Property Manager in advance. Floors must be broom swept. The caterer will be responsible for trash removal to the outside trash dock. If clean-up is not complete, the entire security deposit will be forfeited.
7. **TENTS & EQUIPMENT** may be obtained through Ward Productions. Includes the tables, chairs, settings, etc. to be used inside the tents. Telephone: 910-295-2158. Website: <http://wardproductions.com/>.
8. **PORTABLE TOILETS** are required* for outside events greater than 75 guests. Two (2) portable toilets will be provided by the Renter. One must be handicap accessible. *Excludes weddings.
9. **DAMAGES:** The Renter shall reimburse the Weymouth Center for damage to any and all objects housed within Weymouth and on the premises. Excessive damages may be billed accordingly. Any known damage incurred during an event shall be reported by the RENTER to the Weymouth office on the first business day after the event.
10. **FINANCIAL RESPONSIBILITIES:** Renter is financially responsible for all staff or services required in catering, decorating, set-up and removal thereof, including rental equipment and/or personal items left on the premises. **Weymouth assumes no liability for these items.**
11. **INSURANCE:** Renter to provide Sixty (60) days prior to the event, a Certificate of Insurance for General Liability in the amount of \$1,000,000.00, naming Friends of Weymouth, Inc., as the insured party for the date(s) of the event.
12. Children must be closely supervised at all times.

Renter Restrictions

1. The second floor St. Andrews Conference room is to be used for Reception/Wedding Ceremony rentals and Conference Room rentals ONLY. Other areas and rooms may not be entered.
2. No furniture (other than the folding chairs and wrought iron furniture) may be moved without the prior approval of the Property Manager. This restriction applies to the piano, oriental rugs, sofas, lamps, tables, pictures, etc. **PLEASE DO NOT MOVE THE LARGE BLUE VASE ON THE STAIRCASE.** Folding chairs may be used on the verandas, but not on the grounds. Flower arrangements must be used with mats underneath to protect the furniture. Nothing shall EVER be placed on the piano; it is to be used as a musical instrument and never as a serving table. The two lamps in the Great Room may never be moved.
3. **NO SMOKING:** Weymouth Center is a nonsmoking campus. Smoking materials or evidence of smoking found on the grounds during or after event will require the Renter to forfeit the security deposit.
4. According to the Fire Marshall, the maximum standing capacity of the Great Room is 163. The maximum theatre style seated capacity is 100. The maximum table seated capacity is 66.
5. Renter will take special care that beer bottles, cans and other containers NOT be dropped on the grounds, the entrance way, or in the parking lot.
6. Weymouth's inventory of linen, china, glassware and flatware is NOT a part of the rental agreement.
7. Because Weymouth is located in a residential district and local noise ordinances apply, musical entertainment must be kept at a reasonable level. The Yamaha piano is tuned on a regular basis, but Weymouth will arrange additional tuning at the request and expense of the Renter. The tuning fee is \$100.
8. Parking must be in the approved lot from the E. Connecticut Avenue entrance. The circle drive in front of the main entrance is a fire lane and should be used only for deliveries.
9. Fireplaces are not operational and shall not be used.
10. Candles must be dripless and covered and may only be used in the Great Room, Dining Room and on outside tables.
11. Only birdseed may be used as confetti, and use is confined to outside only. **CONFETTI, RICE, FLOWER PETALS, ETC., MAY NOT BE USED** due to the difficulty of cleanup and the hazards to area birds and wildlife.
12. No fireworks or sparklers are allowed on the premises.

Additional Notes

Weymouth reserves the right to schedule concurrent events.

When you rent Weymouth, your rental is ONLY for the day of the event, for the specified area to be used, for the specified purpose of use, and for the beginning/end time specified.

Writers-In-Residence may be staying on the second floor. Please respect their privacy.

You might not have access to Weymouth on the day before your event as there could be another event scheduled on that day. Please check with the Property Manager about access.

Weymouth is a non-smoking campus.

Weymouth is not handicapped accessible.

IN WITNESS THEREOF, the parties hereto, having read and agreed to the requirements herein, have set their hands to the original and duplicate copies hereof.

FRIENDS OF WEYMOUTH, INC., BY:

ADMINISTRATOR

DATE

RENTER

DATE

We look forward to working with you to ensure that your Weymouth event meets your every expectation.

In case of an emergency on the day of the event call:

Alex Klalo (Property Manager) at c/ (910) 724-3389 or

Robin Smith (Executive Director) at c/ (310) 408-3601

Please read this contract carefully. Sign and date it. Keep a copy for yourself and mail the original to:

The Weymouth Center
Attn: Marianna Grasso
PO Box 939
Southern Pines, NC 28388

