



WEYMOUTH CENTER FOR THE ARTS & HUMANITIES

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

SAMPLE CONTRACT

RENTAL CONTRACT

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

Responsible party
Street / city state zip
Email / phone

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 EVENT: day, date

AREA TO BE USED: Specify areas to be used during rental
PURPOSE OF USE: Describe event

BEGINNING/END TIME: Time of actual event. Total rental time: 9AM-11:30PM
MAXIMUM CAPACITY: 100 seated / 66 at table in Great Room / 300 with large tent
Please call Property Manager, Alex Klalo, for setups 910-692-1977.

RENTAL FEE: \$RENTAL.00 (HOLIDAY?) + \$300.00 Refundable Security. 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.

PAYMENT POLICY: \$1/2 RENTAL + \$300.00 security deposit for a total of \$AMOUNT.00 is due now.

BALANCE DUE BY DATE: \$AMOUNT.00 is due by ONE MONTH PRIOR TO EVENT DATE.

CANCELLATION POLICY: To receive a full refund of the Rental Fee, the event must be cancelled 91 days prior to the event. You forfeit the security. If the event is cancelled within 90 days, 50% of the rental fee will be retained by Weymouth Center. The refundable security fee will be returned to the Renter. Cancellation refund due to Act of Nature or power outage will be decided by Weymouth.

- NOTICES:**
- 1) Should Renter misrepresent the event the Renter may be charged additional fees.
 - 2) All guests must vacate the premises by 11:00. All Band members and catering staff are required to vacate by midnight. Non-compliance will result in additional charge of \$150 per hour after midnight. Security fee will be retained if there are breakages or mess.
 - 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.
 - 4) Tent Fee: \$100.00 per tent. Tents are NOT allowed on the East Lawn (near pond and long bed gardens), or on the North Lawn (adjacent to the covered terrace).

FACILITIES TO BE PROVIDED IN ACCORDANCE WITH COMPLETED RENTAL CONTRACT INCLUDING PRICING AND PAYMENT OF FEES, PERMITS AND INSURANCE. • FRIENDS OF WEYMOUTH, INC. RESERVES THE RIGHT OF REFUSAL FOR DECORATIONS OR ACTIVITIES DEEMED CONTRARY OR DAMAGING TO THE WELFARE OR INTERESTS OF THE WEYMOUTH CENTER.

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:** If the Renter chooses to serve alcohol the Renter 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 ARE REQUIRED (if alcohol is to be served).** If a caterer provides alcohol, then the caterer is responsible for alcohol permits and insurance. If Renter provides alcohol, then the Renter must provide alcohol permit and insurance umbrella for alcohol. (Required policy of \$1 Million for personal events such as weddings and \$2 million for commercial events where alcohol will be served or sold. See #11)
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** must be from an approved service provider. The fee to set up a tent is \$100 per tent.
8. **PORTABLE TOILETS** are required for outside events greater than 75 guests. For 76-150 guests, two (2) portable toilets must be provided by the Renter. One must be handicap accessible. For 151-300 guests, four (4) portable toilets must be provided by the Renter. One must be handicap accessible.
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 per occurrence, naming Friends of Weymouth, Inc., as the Additional Insured party for the date(s) of the event.**
12. Children must be closely supervised at all times.

Renter Restrictions

1. **ROOM ACCESS:** The St. Andrews Conference Room on the second floor is to be used for Reception/Wedding Ceremony rentals and Conference Room rentals ONLY. Other areas and rooms may not be entered.
2. **FURNITURE:** 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, rugs, sofas, lamps, tables, pictures, etc. 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. Place nothing 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 and the large blue pottery vase on the staircase 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 fee.
4. **ROOM CAPACITY:** 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. **CARE OF PREMESIS:** 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 CONTENTS:** Weymouth's inventory of linen, china, glassware and flatware is NOT a part of the rental agreement.
7. **NOISE:** 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:** 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:** Fireplaces are not operational and shall not be used.
10. **CANDLES:** Candles must be driplless and covered. They may only be used in the Great Room, Dining Room and on outside tables.
11. **CONFETTI:** Only birdseed 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. **FIREWORKS/SPARKLERS:** No fireworks or sparklers are allowed on the premises.

Additional Notes

Weymouth reserves the right to schedule concurrent events.

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 (**Renter and Friends of Weymouth, Inc. representative**) in this contract, having read and agreed to the requirements in this contract, have signed the originals and duplicate copies as well.

FRIENDS OF WEYMOUTH, INC., BY:

REPRESENTATIVE, FRIENDS OF WEYMOUTH, INC.

DATE

RENTER SIGNATURE

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

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

Please leave a note- How did you hear about Weymouth Center?

- Thank you!



Thank you for choosing Weymouth Center for your event!