



WEYMOUTH CENTER FOR THE ARTS & HUMANITIES

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

RENTAL CONTRACT

FOR OFFICE USE ONLY

PAID IN FULL

ALCOHOL PERMIT

INSURANCE DOCUMENT

PORTA-JOHN DOCUMENT

SECURITY FEE REFUND

CK # _____

DATE _____

AMT \$ _____

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

Renter's Name
Mailing Address
Email / phone

SAMPLE CONTRACT

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

PURPOSE OF USE: Describe event

AREA TO BE USED: Specify areas to be used during rental

Light Kitchen Use Full Kitchen Use
Will alcohol be served? YES NO

BEGINNING/END TIME: Actual event start and finish / Total rental time including setup and cleanup

EXPECTED ATTENDANCE: # of people expected

MAXIMUM CAPACITY: Boyd House Great Room: 100 seated / 66 at table. Outside: 300 approximate.
Please call Property Manager, Alex Klalo, for setups 910-692-1977.

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

TENT FEE: \$100 per tent:

PAYMENT: We accept cash, checks* or charge. One half of the rental amount and the entire refundable security deposit are due immediately and will secure the event date.
*Please make checks payable to Friends of Weymouth.

PAYMENT POLICY: \$1/2 (1/2 Rental) + \$300.00 (Security) for a total of \$AMOUNT.00 is due .

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

Please Note:

1-1. To receive a full refund of the Rental Fee, the event must be cancelled 91 days prior to the event. Renter forfeits security fee. If the event is cancelled within 90 days, Security Fee plus 50% of the rental fee will be retained by Weymouth Center. Cancellation refund due to Act of Nature or power outage will be considered and decided by Weymouth Center.

1-2. Should Renter misrepresent the event the Renter may be charged additional fees.

1-3. For full day events, 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.

1-4. 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.

1-5. 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). Weymouth does not rent tents.

REGULATIONS FOR THE USE OF THE WEYMOUTH CENTER

Renter Responsibilities

2-1. **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.

2-2. **AREA TO BE USED:** Renter agrees that only the areas specified in AREA TO BE USED on page one will be accessible to Renter, Guests, Caterers, Florist, Band, and all other non-employees involved in the event. Evidence of additional use will result in forfeiture of all or part of the security fee or other fine.

2-3. **KITCHEN USE:** Professional catering services only. 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. Light Kitchen includes only use of sinks, ice machine, commercial fridge and counter prep areas. Evidence of additional use will result in forfeiture of all or part of the security fee.

2-4. **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.

2-5. ALCOHOL PERMITS ARE REQUIRED 30 days prior to event if alcohol is to be served. If a caterer provides alcohol, then the caterer is responsible for alcohol permit. 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 2-12.) Form can be found online at: <https://abc.nc.gov/Permit/ApplyLSO>

2-6. **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.

2-7. **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 enclosure. Trash must be secured in garbage bags. Recycling containers are available. If clean-up is not complete, Renter forfeits entire security fee.

2-8. **TENTS & EQUIPMENT** must be from an approved service provider. Property Manager must be included in the tent/equipment placement process. The fee to set up a tent is \$100 per tent.

2-9. **PORTABLE TOILETS are required for events greater than 100 guests.** Please provide one portable toilet for every fifty people over 100 (ie: 1 toilet for 101-150; 2 for 151-200; etc.) One must be handicap accessible. **Documentation of order for toilets must be received by Weymouth sixty (60) days prior to event.**

2-10. **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. The Security Fee may be withheld if damages can be remedied within that amount.

2-11. **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.**

2-12. INSURANCE: Sixty (60) days prior to the event, Renter is required to provide a Certificate of Insurance for General Liability in the amount of One Million Dollars (\$1,000,000.00) per occurrence, naming Friends of Weymouth, Inc., as the Additional Insured party for the date(s) of the event. This amount may be adjusted higher depending upon risk assessment.

Renter Restrictions

- 3-1. **ROOM ACCESS:** The second floor and specifically the St. Andrews Conference Room is to be used for Full-Day Reception/Wedding Ceremony rentals and Conference Room rentals ONLY. Other areas and rooms that are not part of the rental agreement may not be entered.
- 3-2. **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. Weymouth's 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 not be moved.**
- 3-3. **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.
- 3-4. **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.
- 3-5. **CARE OF PREMISES:** 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.
- 3-6. **WEYMOUTH CONTENTS:** Weymouth's inventory of linen, china, glassware and flatware is NOT a part of the rental agreement.
- 3-7. **NOISE:** Because Weymouth is located in a residential district and local noise ordinances apply, musical entertainment must be kept at a reasonable level.
- 3-8. **PIANO:** A special request must be made in order to use the piano in the Great Room. 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.
- 3-9. **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.
- 3-10. **FIREPLACES:** Fireplaces are not operational and shall not be used.
- 3-11. **CANDLES:** Candles must be dripless and covered. They may only be used in the Great Room, Dining Room and on outside tables.
- 3-12. **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.
- 3-13. **FIREWORKS/SPARKLERS: No fireworks or sparklers are allowed on the premises.**

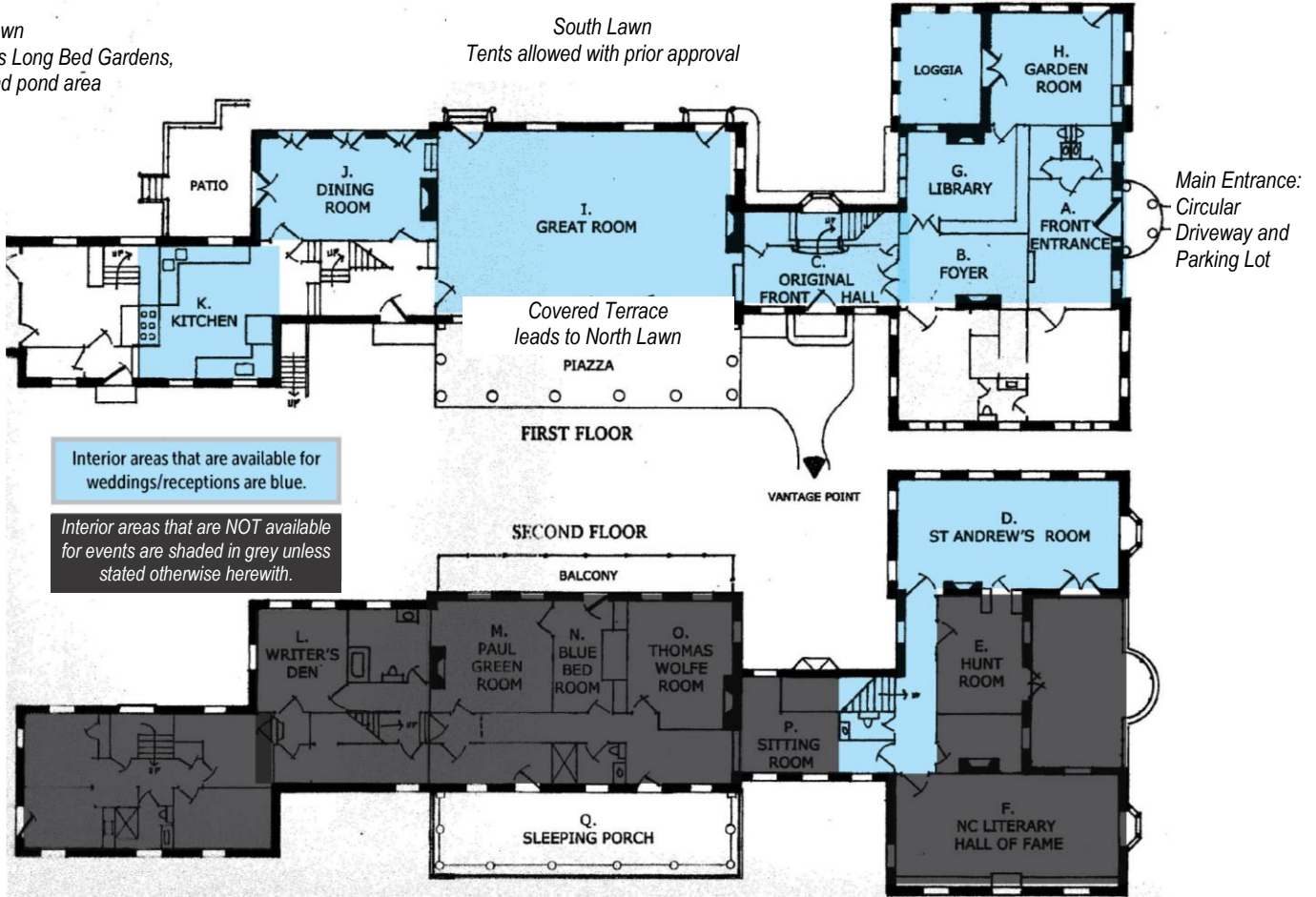
Additional Notes

- Children must be closely supervised at all times.
- Weymouth reserves the right to schedule concurrent events.
- Writers-In-Residence may be staying on the second floor. Please respect their privacy. Writers-In Residence quarters are off limits to renters and guests.
- 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.
- Use of stove/oven or dishwasher not permitted in this contract is subject to a \$250.00 charge.
- **No Smoking. Weymouth Center buildings, grounds and parking lot are part of a non-smoking campus.** Evidence of smoking materials left anywhere will result in forfeiture of the Security Fee.
- **Weymouth is not handicapped accessible.**

Weymouth Center Floor Plan

East Lawn
Includes Long Bed Gardens,
lawn and pond area

South Lawn
Tents allowed with prior approval



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 and will return originals to Weymouth.

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.
Thank you for choosing Weymouth Center for your event!**

In case of an emergency on the day of the event call the Property Manager, Alex Klalo: 910-724-3389.



Please read this contract carefully. Sign and date it.
Keep a copy for yourself and mail the original within 1 week to:

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