



# 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?     NO       YES (*permit required: see p. 2-5.*)

**BEGINNING/END TIME:** Actual event start and finish / Total rental time including setup and cleanup.  
*Availability of house and grounds is 9AM to 11PM for all rentals.*

**EXPECTED ATTENDANCE:** # of people expected  
**MAXIMUM CAPACITY:** Boyd House Great Room: 60 seated or 180 standing. Outside: 300 approx.  
Please call Property Manager, Alex Klalo, for setups 910-692-1977.

**RENTAL FEE:** \$RENTAL.00 (+ \$500 if holiday weekend) + \$500.00 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 immediately and will secure the event date.  
\*Please make checks payable to Friends of Weymouth.

**PAYMENT POLICY:** \$1/2 (½ Rental) + \$500.00 (Security) for a total of \$AMOUNT.00 is due now.

**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 10:00 p.m. All Band members and catering staff are required to vacate by 11:00 p.m. Non-compliance will result in additional charge of \$150 per hour after 11:00 p.m. 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.

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

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### 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 service use 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.**

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## 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. *Property Manager does not move or set up tables and chairs or other furniture to be used by Renter.* 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 bottles, cans, cups 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 cost for single use and tuning (required) is \$200. Use of the piano without rental forfeits Security Fee.
- 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 driplless and covered. They may only be used in the Great Room, Dining Room and on outside tables.
- 3-12. **CONFETTI:** Due to the difficulty of cleanup and the hazards to area birds and wildlife, confetti, glitter, bird seed, rice, flower petals, etc., balloons, kites or flying lanterns are **not permitted**.
- 3-13. **FIREWORKS/SPARKLERS:** No fireworks or sparklers are allowed on the premises.

*We appreciate your cooperation.*

*Non-compliance with responsibilities and/or restrictions shall result in forfeiture of all or part of the security fee.*

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## 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.**

