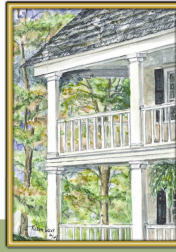


The Carson House

McDowell's Historic Treasure



Today's Date: _____

Name: _____

Mailing Address: _____

City/State/Zip Code: _____

Phone: _____ Cell: _____

Purpose of Rental/Package Requested: _____

Date Requested: _____ Time of Event: _____

Equipment Set-up Time: _____ Time of Arrival on Property: _____

Departure Time: _____ Two-Week Consultation Date: _____

Estimated Attendance: *(circle one)*

0-50

50-100

100-150

150-200

200-250

250-300

Note: Max. Dinner Seating 175 / Max. Auditorium Seating 300

Type of Seating Requested: *(circle one)*

Dinner

Auditorium

Will alcohol be served? *(circle one)*

Yes

No

Note: If you intend to serve alcohol, you must fill out an "Application for Limited Special Occasion Permit" through the North Carolina Alcoholic Beverage Control Commission and submit a copy of your approval to the Carson House by your Two-Week Consultation date. The cost of the permit is \$50.00 and a copy of the form is available online or at the Carson House. Failure to submit a copy at your Two-Week Consultation could result in the cancellation of your event.

Total Cost: _____

Deposit Required: _____

Office Use Only:

Deposit Date: _____ Payment Method: _____ Taken By: _____

Final Payment Date: _____ Payment Method: _____ Taken 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 Executive Director, 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 the Arbor is governed by the following procedures for obtaining Reservations for use of the Arbor and Conditions of Usage.

I. 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, Monday thru Saturday 10-4 and Sunday 2-5 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 February, 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 asks that clients be aware of and respect these ordinances. If clients disrupt neighboring facilities with excessive noise, the HCH is not responsible for any resulting penalties. The client should be aware of the aforementioned departure time indicated above and agrees, with the signature below, 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 during regular operating hours, arrangements must be made at the Two-Week Consultation appointment. In the case that admission to the HCH Museum is desired during non-operating hours, then arrangements will be made at the discretion of the HCH Staff.

Article VI. HCH permits users to serve beer, wine, and alcoholic beverages in the Arbor subject to all restrictions imposed by North Carolina Law. No alcohol may be served to anyone under the age of 21. An alcohol permit must be purchased if you are distributing alcohol. Your signature, below, indicates full understanding and acceptance of any

penalties associated with non-compliance of North Carolina Law during your event. If applicable, you must submit a copy of your alcohol permit at the Two-Week Consultation Meeting or your event will be subject to cancellation.

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

Article VIII. Possession or use of firearms, knives, or any other weaponry is strictly forbidden. Exceptions may be made for antique firearms used 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, or any object 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 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. All garbage and refuse must be placed in the provided trash bins at the back of the Jubilee Arbor or, if the provided containers are full, transported by the client off of the property; restrooms must be left clean and presentable: failure to do so will result in the forfeiture of the 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 users departure from the Arbor. Users may provide their own wood or may purchase wood from the HCH.

Article XII. Grilling on open grills is permitted outside the Arbor in designated areas—not under the roof of the Jubilee Arbor.

Article XIII. Tables, chairs, and other properties belonging to the facility will be set up and taken down by HCH Maintenance Staff. PLEASE NOTE: the HCH Maintenance Staff will only set up and take down our own tables, chairs, and other miscellaneous property (see price sheet for a list of our on-site materials) and WILL NOT set up any additional tables, chairs, and decorative items desired by the client. If you do choose to order or bring additional tables, chairs, etc. for a ceremony site, additional seating, arbors for flowers, etc. the HCH Maintenance Staff is not responsible for setting up and taking down these items as a part of this contract.

If a client does require additional materials, the HCH highly recommends All About Rentals in Morganton, NC [(828) 433-1500]. They deliver to the property and are familiar with our hours, etc. All About Rentals does not set up any additional items, and the client accepts full responsibility for setting up all items that may be delivered to the property from All About Rentals. The HCH Maintenance Staff may accept additional contract hours to set up any additional materials at the rate of \$120/hour, at their discretion. If a client desires for the HCH Maintenance Staff to set up additional materials for their event, they must indicate their desire to do so at the time of their deposit payment and this request will be approved or disapproved by HCH Maintenance Staff based on their availability. Damage to tables, chairs, and other properties will result in the forfeit of the deposit or be billed to the client if the damage is in excess to the rental deposit.

II. Procedures for Obtaining Reservations for the use of the Jubilee Arbor.

I. 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, email, or in person. Reservation application forms are available at the HCH Office during regular business, Monday thru Saturday 10-4 and Sunday 2-5 from April through November. For reservations during the off-season, inquiries may be made online or via email or the HCH website at www.historiccarsonhouse.com; no exceptions. For specific dates that are already booked, clients may sign up for a waitlist and be contacted at the 60 (sixty) day mark if the date becomes available. The waitlist does not guarantee a spot but helps the HCH staff contact interested clients who are tied to a fixed date that has been previously booked.

Article II. In order to hold the date of the event, a refundable deposit must be made at the same time as the client submits this reservation application. Deposits are refundable if there are no violations of the rules or damage to the facility after the event. If there are damages to the property in excess of the deposit, the user will lose the deposit and be required to pay for the damages. Payments for rental purposes may be made in cash only in person, by check in the mail or in person, or by card in person or on the phone. Please note: a 2.75% surcharge will be billed for all payments made by card.

Article III. The fee for use of the Arbor is payable at the Two-Week Consultation Meeting. Please note that this fee is completely separate from the deposit and the deposit amount is not included in the payment of this fee for use.

For example: If a client signs a contract for a \$600 event fee and a \$300 deposit, the client will pay \$300 at the time of the rental application submission to reserve the date and as a security deposit. During their Two-Week Consultation, the client will pay the \$600 event fee. If there are no damages to the property and the client has followed all the contract rules during the event, the client will be issued a \$300 check to the address on their rental application.

If a client who has paid the security deposit decides to cancel an event, they will be given their deposit back if they cancel 60 (sixty) days in advance. If they cancel an event less than 60 (sixty) days in advance, their deposit is forfeit. Fees paid by check should be made to the Jubilee Arbor at the Historic Carson House. A charge of twenty dollars will be made for any returned checks and usage may be denied. The HCH also accepts debit and credit cards for event transactions, please note the surcharge in Article II.

Article IV. In rare circumstances, permission to access the Jubilee Arbor the day before the event for purposes of preparation will be given at the discretion of the HCH Executive Director. If access to the event space is absolutely required before the date of the event, for a rehearsal, decoration, etc., the client must make a reservation for that date.

Article V. The user agrees to be responsible for any injury to persons or damage to property that occurs during the users event. By signing the application the user acknowledges that they have read and understand this condition, and agree to indemnify and hold harmless from liability The Historic Carson House or any of its affiliates any personal injury or property damage that occurs at any time on the property of the HCH.

As a representative of the applicant, the undersigned acknowledges receipt and agrees to abide by the Conditions for the Usage for the Jubilee Arbor at the Historic Carson House.

Applicant Signature: _____

Date: _____

HCH Staff Signature: _____

Date: _____