

Vance Birthplace State Historic Site Facility Rental Application (Updated 1/2018)

Zebulon Baird Vance Birthplace State Historic Site preserves a restored c. 1795 log cabin and six outbuildings and includes a Visitor Center and picnic shelter. The picnic shelter, $\frac{1}{6}$ acre picnic area field, and approximately $\frac{1}{2}$ acre demonstration field are available to rent for private events during normal operating hours and outside of normal hours as staffing allows. Our policies help to ensure proper maintenance, use, and enjoyment of our site. We request your cooperation in following the policies outlined below to keep the Vance Birthplace vital for future generations. Please remember that our primary responsibility is to protect our historic site and collections and allow public access to the site.

To reserve space for a function:

Contact Kimberly Floyd at 828-645-6706 or Kimberly.Floyd@ncdcr.gov to discuss availability of the grounds on your desired date. She will be your primary contact with the site. **Applications must be received 45 days in advance of the rental date for consideration.**

Rental Facilities:

The Vance Birthplace is located at 911 Reems Creek Road, Weaverville, NC, 28787. Rentable space includes the $\frac{1}{2}$ acre demonstration field, $\frac{1}{6}$ acre picnic area field, and picnic shelter. Rentals are **NOT** allowed inside the historic structures or the site visitor center. **The hayfield adjacent to the Historic Site is PRIVATE PROPERTY; please notify your guests of this and ensure that no one in your group trespasses on this property.** Capacity: Our picnic shelter can accommodate 50 people. The total rental capacity is 150 people.

Rental Rates:

The rental time includes all time spent on the Historic Site property including set-up, photography, and clean-up. All evening events must conclude by 8:00 pm to allow for the necessary clean-up of the event. **The \$25 Application Fee is due at the time of submission.**

Private or Commercial Groups

Weekday Pricing Schedule – Monday through Friday 9 AM to 5 PM

\$150 for the first 2 hours and \$50 per hour after that up to 6 hours

Weekend and After Hours Pricing Schedule –Saturday and Sunday, or any rental occurring before after 5 PM

\$150 per hour a la carte with a 2 hour minimum and 8-hour maximum.

4-Hour Discount Deal: \$500 flat rate (save \$100)

6-Hour Discount Deal: \$750 flat rate (save \$150)

8-Hour Discount Deal: \$1,000 flat rate (save \$200)

Rental Fees:

Application Fee (Required)

A non-refundable application fee of \$25 is due at the time of application submission.

Damage Deposit (Required)

A deposit of \$200, payable to the Vance Birthplace State Historic Site is required for all functions. If cleaning and or repairs to the property are required after the event, the amount will be deducted from your damage deposit. The remainder will be returned to you within 4 to 6 weeks after your event. If costs for repairs and/or cleaning exceed the amount of the damage deposit, you will be billed for the balance due. Labor incurred by the Vance Birthplace staff to perform services otherwise the responsibility of the Licensee according to the Terms, Conditions, and Rules will be billed at \$100 per hour.

Alcohol (Optional)

There is a \$50 fee to have alcohol on the Vance Birthplace property. **Only beer and unfortified wine are permitted** (if it must be purchased from an ABC Store in North Carolina, it is not permitted). In order to have alcohol the renter must provide a Certificate of Insurance from a licensed caterer. Renters who are self-catering must assume all liability for the consumption of alcohol and provide a copy of rider on their insurance.

All fees should be paid for by CASH, CHECK or CREDIT CARD.

APPLICATION PROCEDURE

A completed facility rental packet should be submitted at least 45 days prior to your event. You will be contacted within 10 business days, at which time site staff will notify the renter if the application is approved. If the application is accepted, you will have 2 WEEKS to submit your refundable Damage Deposit (see below).

After we receive your Damage Deposit, we will hold the reservation for up to 2 WEEKS. Within that two-week period, you must submit the first payment (50% of the estimated total cost, which can be determined in the payment section of this packet) or the reservation will be forfeited. The remaining balance must be paid at least 1 WEEK prior to the event.

RENTAL AGREEMENT POLICIES

Space Available for Rent – The outdoor picnic shelter, the grounds by the picnic shelter, and grounds at the demonstration field are available to rent. The Visitor Center, Main House, and Outbuildings are **not** available to rent. The hayfield adjacent to the Historic Site is PRIVATE PROPERTY; please notify your guests of this and ensure that no one in your group trespasses on this property.

1. Capacity – Picnic Shelter: 50 people, Total Rental: 150 people
2. Set-Up, Deliveries, & Clean-Up – Your **rental time must include** any time needed for set-up, delivery of tents or other equipment, and clean-up. A representative from the site will be present in the Visitor Center for the duration of the rental. The renter is

responsible for checking in at the Visitor Center before beginning any set-up and checking in with the site representative for a final walk through before leaving the property at the end of the rented time. Museum staff will not accept or sign for deliveries. The picnic shelter and grounds must be left as they were prior to the rental, including cleaning, returning chairs to their original set-up, and removing garbage from the Site. If the rented area is not cleaned to the satisfaction of the Site, a cleaning fee will be charged. Labor incurred by the Vance Birthplace staff to perform services otherwise the responsibility of the Licensee according to the Terms, Conditions, and Rules will be billed at \$150 per hour. The Damage Deposit will be applied to this fee.

The Renter is responsible for removing all trash from their event. Trash should not be left in Historic Site containers. If trash is left on site or in Historic Site containers resulting in removal by staff, the renter will be charged for time incurred and the amount will be applied to the Damage Deposit.

3. Tents, Tables, & Chairs – Tables and chairs may be rented from the Historic Site at the rate of \$1 per folding metal chair (40 available), \$5 per card table (3 available), and \$6.50 per 6-foot rectangular table (2 available). **Site staff do not set up and break down for rentals.** Renters are welcome to bring or rent tables, chairs, tents, or other items. Set-up and break-down time must be included in the total rental time and any chairs, tables, or equipment must be listed on the application.
4. Food & Drinks – Food and drinks are not permitted inside the visitor center or in any of the historic structures. Renters are responsible for the removal of all food and waste from the Historic Site. Beer and wine are permitted with required insurance and paperwork. See **Alcohol** on page 2. Renters who bring alcohol onto the property without meeting the requirements listed above are subject to immediate removal from the property and will not be refunded for the forfeited rental time.
5. Catering, Cooking, & Fires – Caterers must be approved by the Historic Site prior to the event date. If your caterer has not used our facility before, we strongly encourage them to visit our site several days prior to familiarize themselves with the facility and rules. This consultation is free.

There are no available kitchen facilities; however, grills and other closed-bottom fire containers are permitted on site as long as they are kept away from all structures including the historic buildings, fencing, visitor center, and picnic shelter. All fires must be completely extinguished before leaving the Site.

Campfires on the ground and other open fires are not permitted. The fire ring by the Spring House is not available for public use.

All catered events must have all equipment, food, and cookers hand carried or rolled to the intended Picnic Shelter or other isolated areas. Vehicles are restricted to public roads and parking areas; do not drive on grass.

Assistance for carrying items to and from isolated areas is the responsibility of the person and/or organization conducting the event.

The caterer and the group are responsible for keeping areas clean during and after use.

All grease and food scraps must be collected in a container and removed from the property at the end of the rental. DO NOT pour grease, oil, or fat into any drain.

6. Music & Electricity – At this time, there is no access to electrical outlets. Entertainment must be approved by the Historic Site prior to the event date.
7. Restrooms – There are restrooms located in the Visitor Center, which is open from 9:00 AM to 5:00 PM, Tuesday through Saturday. Renters may have access to these restrooms after hours. If you need access to these restrooms during afterhours events, please specify that on your application. The women’s room has 4 stalls and a full length mirror. The men’s room has two stalls, two urinals, and a full length mirror. Portable restroom rentals are the responsibility of the renter who must submit a copy of the portable restroom rental agreement to the Historic Site in advance of the rental date and make note of this in their facility rental packet.
8. Parking – Free parking is available on the blacktop parking lot (during normal historic site hours, renters are limited to 5 parking spaces of the 10 standard spaces available; renters or guests who need to park in accessible spaces are not restricted by this limit). Overflow parking is available across the street in the gravel lot at the Maintenance Building.
9. Decorations – All decorations must be pre-approved by the site. Candles are not permitted at any time. Nothing may be attached to the walls, floors, or furniture with tacks, tape, nails, or any other similar means without prior approval.
10. House Tours – Per normal operations, visiting groups can look in the doors of the outbuildings and tour the main house on scheduled tours (once per hour starting at 9:30 AM and ending with the 4:30 PM tour). The main house and outbuildings will not be accessible to groups renting the grounds after normal hours.
11. Firearms, Hunting, & Fishing – Firearms are not permitted on the Historic Site property. However, historic weapons and historic firing demonstrations may be permitted with the presence of a North Carolina State Certified Safety Officer for the time period in question. This may require an additional fee. Hunting, fishing, or otherwise disturbing, injuring, or destroying wildlife is never permitted on the Historic Site.
12. Smoking – Smoking is not permitted inside buildings and is discouraged on the grounds. Renters are responsible for providing ashtrays or other appropriate receptacles for their guests who smoke. Ash and cigarette butts **must not** be placed in the Site’s trash receptacles due to the risk of fire. All butts and ash must be removed by the Renter with other event trash. During times of drought, smoking may be banned on the premises.

13. Miscellaneous – Throwing bird seed, rice, or fake flower pedals is not permitted. Real flower pedals may be used.

Sparklers, glitter, and confetti are prohibited.

Please make sure that children do not throw walnuts, sticks, rocks, or any other debris into the historic spring.

The Site's supplies (paper towels except when washing hands, garbage bags, etc.) are not to be used by the Renter. The Site's water may be used for reasonable activities—drinking, restroom use, washing off tables, putting out fires in approved containers, etc. Renters are not permitted to use large quantities of water, such as filling barrels for use as tent weights.

Metal detectors, probes, or other objects used to remotely sense objects or features below ground are prohibited.

14. Damage & Missing Items – The Historic Site is not responsible for any lost or damaged personal items or vehicles belonging to the Renter or his/her guests or agents. Personal items should not be left unattended.

Any items, facilities, or property belonging to the Historic Site which are damaged as a result of actions taken by the Renter or his/her guests or agents is the full responsibility of the Renter. The burden of proof of “no fault” lies with the Renter. The Renter will pay all expenses incurred in restoring the Historic Site and its contents and grounds to their state prior to the Renter's occupancy.

Damages will be assessed at the price of the repair or replacement. The Historic Site reserves the right to choose the repair or replacement necessary as well as the company or individual to undertake these repairs or replacements in the case of damage. The Damage Deposit will be applied to this fee.

Any charges accrued during the event will be payable at the conclusion of the event.

15. Rental Permit – Other items specific to your event may be added to the Rental Permit. This permit must be signed by both the renter and a Site staff member to be valid.

16. Staff – Historic Site staff are not able to provide support services for your event. Site staff reserve the right to ask persons not respecting the site to leave.

17. Payment – All fees can be paid for by cash, check, or credit card.

The \$200 refundable Damage Deposit is required 2 weeks after you have been notified of your application's approval. All other payments should be made according to the schedule set by the permit.

18. Cancellation – Events that have gone to contract and are cancelled at least 4 weeks prior to the event date may be refunded in full less the \$200 Damage Deposit and \$25 Application Fee. Events that are cancelled within 4 weeks of the event date will be charged 50% of the estimated total cost; the deposit may be applied to this amount if the first payment has not been received; if payment has been received, the deposit will be refunded.

In the event of snow or ice, you are encouraged to reschedule your event for the safety of your guests. If this is not possible, please contact the Site as soon as possible for information on special circumstances cancellations.

APPENDIX

Areas of Vance Birthplace available for rentals: 1) picnic shelter, 2) picnic area grounds, and 3) demonstration field grounds.



Please note that these areas are not flat. Areas near the spring may become water logged after heavy rain.



Picnic Shelter



Picnic Shelter Grounds



Demonstration Field Grounds



**Vance Birthplace Historic Site
Facility Rental Permit**

Name: _____

Organization Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip code: _____

Daytime Phone: _____ Email: _____

Requested Date(s): _____ Requested Hours: _____

Estimated Number of Guests: _____ Estimated Number of Vehicles: _____

Caterer (contact name and phone #): _____

Florist (contact name and phone #): _____

Musicians (contact name and phone #): _____

Rental Company (contact name and phone #): _____

Items to be rented: _____

I understand that the Vance Birthplace State Historic Site is an education institution that maintains important and irreplaceable artifacts. I will treat this historically significant site with all due care and respect. I have read and understand all rules and agree to abide by them and to inform my guests of the same:

Signature of Renter: _____ Date: _____

Approved by: _____ Date: _____

Receipt of completed application and necessary fees will secure the date for your event. Reservations are taken on a first come first serve basis. Please return this application along with your \$25 application fee to the following address:

**Vance Birthplace State Historic Site
Attn: Kimberly Floyd
911 Reems Creek Road
Weaverville, NC 28787**

This permit is not valid until signed by the Historic Site Manager or his/her representative.

Payment Section

Please check all that apply:

Picnic Shelter Picnic Shelter Field Demonstration Field

Start Time (incl. set-up): _____ End Time (incl. clean-up): _____

Number of Regular Weekday Hours _____

Rental Rate for first 2 hours \$150 \$ _____

Rental Rate for each additional hour _____ x \$50 \$ _____

Number of Weekend or Afterhours Hours _____ x \$150 \$ _____

Weekend Discount \$100 off a 4-hr rental
\$150 off a 6-hr rental
\$200 off an 8-hr rental — \$ _____

Alcohol Fee (Optional) \$50 \$ _____

Equipment Rented from Vance (Optional)

Metal Folding Chair (max 40) _____ x \$1.00 each \$ _____

Square Card Table (max 3) _____ x \$5.00 each \$ _____

6 Foot Rectangular Table (max 2) _____ x \$6.50 each \$ _____

Sum Total of Rental Cost \$ _____

Application Fee \$ 25.00

Refundable Damage Deposit \$ 200.00

Name of Responsible Party: _____
(This is the person to whom the refund will be returned if different from page 9)

Address: _____

City: _____ State: _____ Zipcode: _____

Refund Policy: Events that have gone to contract and are cancelled at least 4 weeks prior to the event date may be refunded in full less the \$200 Damage Deposit and \$25 Application Fee. Events that are cancelled within 4 weeks of the event date will be charged 50% of the estimated total cost; the deposit may be applied to this amount if the first payment has not been received; if payment has been received, the deposit will be refunded.

Fees Received, Date Received (Official Use Only)

Application Fee paid on _____ First Payment (50% of Total) due by _____

Damage Deposit due by _____ Final Payment due by _____