

## Venue Contract with the Mountain Gateway Museum and Heritage Center

We are pleased that you have chosen the Mountain Gateway Museum and Heritage Center (hereby known as MGMHC) as the location for your (hereby known as Renter) event. We are happy to be able to provide our grounds for the use of the citizens of North Carolina and beyond. We hope your event goes well and are happy to be a part of it. This contract outlines the details of your rental as well as what MGMHC provides and what your responsibilities are.

If you have any questions, please contact Brittany Bennett Mon.-Fri. between the hours of 9:00 AM – 4:30 PM at (828) 668-9259. You may also email her at [brittany.bennett@ncdcr.gov](mailto:brittany.bennett@ncdcr.gov). In the title of your email, please state the date and type of event you are having. If you cannot return in person to deliver the contract, you may scan and send it to the above email address or mail it to us at Mountain Gateway Museum, P.O. Box 1286, Old Fort, N.C. 28762 A signed, returned contract is the only way to secure the date and time for your event.

### **Renter Contact Information (please print):**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

*There are four packages available for your event and each lists what the museum will provide. Please select your level below by placing a check on the line next to the level name. Packages start at \$100.*

#### **Basic \_\_\_\_\_ :**

- The grounds around the museum, which includes the amphitheater to the start of the bridge and gazebo located in front of the museum.
- The parking lot
- The bathrooms located inside the museum. The interior of the museum will not be used for any other purpose and no food or drink shall be brought into it. The latest the museum bathrooms can be used is 5:00 PM.\*
- One staff member to help answer questions and give directions.
- The use of the electrical outlets outside the museum. The museum's electricity shall only be used for decorating, lighting, or sound purposes for the event unless the you receive prior staff approval for it.
- Sending notices regarding returning of signed contracts and payments by either phone or email.
- Mailing and/or emailing a notice explaining why your \$75.00 refundable security deposit was not returned to you.

**Deluxe \_\_\_\_\_:**

- Includes everything in the Basic package plus the use of the Stepp Cabin and the front porch of the museum for your event. Please note there is not any electricity in the Stepp cabin. The entrance of the museum cannot be blocked. Food and drink are not allowed in the cabin. An additional \$50.00 will be added to your rental deposit.

**Premium \_\_\_\_\_:**

- Includes everything in the Basic and Deluxe packages as well as the use of the grounds located across the stream behind the Mauney house. An additional \$75.00 will be added to your rental deposit.

**Custom \_\_\_\_\_:**

- Custom rental packages lets you design what you want. All custom rental packages include everything in the Basic package but you chose what you want from the Deluxe and Premium packages. Each additional item from either package is \$50.00.

Please list what you want for your Custom Package:

**The renter is responsible for the following:**

- Providing food, entertainment, decorations, and other items for the event. No decoration shall damage any of the buildings. All items brought by the renter must be taken back by the renter.
- Cleaning up after the event is over and all garbage is place in garbage bags.
- Making sure no damage has been done to any of the buildings and bathrooms on-site as well as any buildings near the site (the library and the Mauny house).
- No open flames. Fire pits, campfires, and the like shall not be created on-site for the event by the renter. Fires are not permitted in the fireplace of the Stepp Cabin.
- Smoking is not allowed near or in any of the buildings on-site.
- The kitchen inside the museum can only be used for hot water. Only staff and volunteers may use the kitchen facilities.
- Locking the cabins if they are in use.
- All fees are paid in full and at the time stated by this contract.
- All state and county laws are obeyed by all participating in the event.

**Rental Times:**

Reserved days are on a first come, first serve basis by whoever returns their signed contract first. Dates cannot be changed once a signed contract has been turned in. Your event may not go over the time written on the contract.

The MGMHC can be rented Tuesdays – Saturdays from 9:00 AM – 8:00 PM, Sundays from 2:00 PM – 8:00 PM, and Mondays from 12:00 Noon – 8:00 PM. The latest any event may last, which includes clean up time, is 8:00 PM.

All fees will be returned if a notice is given **30 calendar days before the day of the event**. Refunds will not be given for inclement weather.

Please fill in the date and hours of your event. Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Fees:**

- Package Rental Fees: **Due two weeks after returning contract.**
  - Basic Package: \$100.00
  - Deluxe Package: \$150.00
  - Premium Package: \$175.00
  - Custom Package: \_\_\_\_\_
  
- \$75.00 refundable security deposit, if site has been properly cleaned, no damage has been done to any of the buildings, and the renter has not violated any part of the contract. An inspection will occur at the end and the day after the event. This is due **one week** before the event. **Due by** \_\_\_\_\_.
  
- Total Cost: \_\_\_\_\_

\* If you or your guests plan on staying past 5:00 PM, you will need to rent outhouses for the evening. In the past, MGMHC has used Appalachian Outhouse at 828-756-7268. You may contact them or use a provider of your choice.

*I, the undersigned, acknowledge that I have read and agree to these terms and conditions.*

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Representative of MGMHC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Photography Agreement

In order to promote our site for rentals, we would appreciate it if you would share your photographs of your event with us. Photos will only be used for promotional purposes and no personal information will be given about those in the photographs. The MGMHC shall not sell the photographs for profit. You may choose what photographs are used.

*I, the undersigned, give \_\_\_\_\_ do not give \_\_\_\_\_ the Mountain Gateway Museum and Heritage Center permission to use my photographs \_\_\_\_\_.*

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Representative of MGMHC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date