

## The Valle Crucis Conference Center

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### Apple Barn Rental Agreement

*In keeping with the mission and ministry of the Valle Crucis Conference Center, these regulations have been set to preserve the integrity and purpose of the Apple Barn. Thank you in advance for your thoughtfulness, kindness, and respect in helping us to keep this historic place safe.*

- The base rental for the Apple Barn is **\$1,700** for the day. This price includes:
  - **\$1,300** base rental rate
  - **\$200** refundable damage deposit, to be returned once the building is determined to be in good order after your event
  - **\$200** security fee
- **This contract covers a one day time period, defined as from 8:00 a.m. to 11:00 p.m.**
- On days when the Boone Country Dancers or Conference Center guests have booked the Apple Barn for an evening event, the base rental fee is reduced to **\$900** (please note that you would still be responsible for the refundable damage deposit and security fee). You must plan to be completely out of the building **by 5:00 p.m.** on these days.
- If you wish to book the Apple Barn for a separate event the evening before (such as a rehearsal dinner), **the rental price is ½ of the main event fee (\$650 or \$450)**, and is subject to availability.
- Early access to the Apple Barn depends on availability. The fee to book the building the night before your event **solely** to drop off supplies or decorate is **\$200**.
  - A \$200 fee may also apply if you wish to leave supplies in the Apple Barn overnight after your event for pick-up the next day, and again is subject to availability.
  - **Early/late access must be arranged with Conference Center staff well in advance of your big day!**
- You must review, complete, and sign a reservation agreement and submit a **\$500 non-refundable deposit** in order to fully secure your reservation. Signed agreements and deposits are due **14 business days after receiving the agreement**. Remainder of payments is due 90 days in advance of your function. Deposits and other payment arrangements can be made with our business manager.
- Security personnel are required for all non-conference functions at the Apple Barn. Staff member will be on duty for a minimum of 6 hours; any time over 6 hours will be charged \$40 per hour, beginning at 6:01 hours. Unless contracted separately, clean-up time is included in security hours, as the guard must lock the doors behind you.
- As noted in the price list above, write a **\$200** separate check for security made out to the staff member on duty for your event. Security personnel are your liaison to the Conference Center during your event; they can assist with a variety of tasks, including direction parking; troubleshooting A/V or maintenance issues.
- For an additional **\$200**, we offer an option to contract separately with our housekeeping staff to clean the Apple Barn on your departure, enabling you to leave without worrying about cleaning. Please see separate agreement for details.
- Equipment, tables and chairs, and A/V rental are available on a separate basis at extremely reasonable rates. Please see separate rental agreement for a list of available furniture, sizes, and prices. We do not stock linens, chair covers, tableware, or decorations (including twinkle lights).

- The historic furniture in the Apple Barn, including old church pews and tables, may be carefully moved about *inside* the building, but may *not* be moved outside.
- **By order of the Watauga County Fire Marshall, NO smoking is allowed inside the building.** Ash cans are placed outside for your convenience. Please remind guests not to throw their cigarette butts on the grounds surrounding the Apple Barn.
- **No open flames or candles are allowed inside the Apple Barn.** Votive candles and candles in globes are permitted. No sparklers or any other type of fireworks are allowed inside the Apple Barn or on the grounds of the Conference Center.
- **You are responsible for setting up for your event and tidying afterwards**, including putting away all furniture, disposing of trash, and removing all personal items, unless contracted separately otherwise.
- **Neighborhood noise ordinance specifies that loud music be silenced by 10:30 p.m. and your function must end by 11:00 p.m.**

## Alcohol

- See separate alcohol policy. **While we do not object to the consumption of alcoholic beverages on our premises, you are responsible for your guests' behavior and choices.** The use of designated drivers is encouraged at all events where alcohol is served. We reserve the right to terminate the event and require immediate exit by all guests in the event this rule is abused. Please see policy *APPLE BARN ALCOHOL POLICY* for more details.

## Caterers, Florists, & Other Vendors

- If caterers plan to use charcoal, gas, or any open-flame cookers outside, equipment and fire must be well away from all buildings. ***It is the caterer's responsibility to provide fire suppression equipment.*** On orders of the Watauga County Fire Marshall, your event may be shut down in the event that your caterer does not have a fire extinguisher. Caterers must also know how to ***use*** the fire suppression equipment.
- The caterer or food provider is responsible for cleaning up spills in the Apple Barn and grounds.
- No bars, coolers with ice, water, kegs, or anything that can spill large amounts of liquid may be in the interior of the Apple Barn. The floor is old and precious, and easily damaged. Bars are welcome outside on the deck; placing your bar outside also improves traffic flow inside and helps with party circulation.
- Please do not put new nails or staples in the walls. This is an old, historic, fragile building. Decorators may use push pins.
- Florists and decorators are responsible for cleaning floral debris, decorations, etc.
- The Valle Crucis Conference Center will not be held responsible for keepsake or special items (cake toppers, bouquets, etc.) inadvertently left at the Apple Barn.
- **We cannot allow unprotected candles.** You may use votive or other candles if they are enclosed in glass.

## Clean Up

- Renters will be responsible for the cleanup of the Apple Barn and grounds out to the road. This includes sweeping (and mopping, if necessary) the floor and picking up, bagging and removing all trash from the building and grounds. It is your responsibility to return all furniture to its proper location prior to your departure. Exact time for completion of cleaning should be agreed upon by both parties in advance and noted below.
- All directional signs placed on the sides of any roads in the Valle Crucis area must be removed within 24 hours of the event, or you will be charged a removal fee of \$10 per sign, to be taken out of your deposit.

- If any key issued for the Apple Barn is not returned within 24 hours of the event, a replacement fee of \$5 will be taken out of your deposit.
- We offer the option for you to contract separately with housekeeping staff to clean the Apple Barn on your departure. Please see separate agreement for details. VCCC staff will not be responsible for items left in the Apple Barn.

## Furniture & Equipment

- No items belonging to VCCC may be removed from the walls of the Apple Barn without prior approval, including emergency information, fire extinguishers, and any decorative or religious elements.
- No items belonging to the VCCC may be removed from the premises for any reason, including chairs, tables, etc.
- Because of septic pipes crossing the field, **no tents larger than 10x10 may be used on the Apple Barn grounds.** Placement of all tents must be approved in advance by the VCCC property manager. You do not want to be responsible for punching a hole in a septic pipe on your wedding day.
- If you choose to use an outside rental company for tables, chairs, linens, glassware, etc., please notify the company that all deliveries should be coordinated with VCCC. All items should be picked up immediately after your event. Items cannot be stored in the Apple Barn or left on the grounds without prior arrangement with VCCC management.
- The VCCC cannot assume responsibility for any items left on the property, including those of outside companies, renters, or guests.
- There is no admittance to the storage closet in the Apple Barn, the basement, the Bunk House adjacent to the Apple Barn, or any of the other buildings or porches of the Valle Crucis Conference Center. The renter is responsible to ensure that their guests and all event vendors, including band members and caterers, adhere to this rule.

*You are responsible for the actions of outside companies and may be held accountable for damage charges. Please make a copy of these policies to provide to all interested parties, including caterers, florists, etc.*

## Parking

- You may use the grounds immediately adjacent to the Apple Barn out to the fence along the state road and from Crab Orchard Hall east to NC 194.
- Parking is limited to the Apple Barn yard and is regulated by the VCCC security staff member on duty. Please do not park on Hwy 194 or Lower Crab Orchard Road unless directed to do so by the security guard. **Please leave roadways clear to ensure emergency vehicle access.**
- We reserve the right to limit and re-direct parking due to inclement weather. The security guard will help find parking for your guests along the road. Carpooling or shuttle service is encouraged.
- Please advise bands hired for your event that there are no dressing rooms in the Apple Barn, nor is there space available for changing other than the Apple Barn restrooms.
- **Do not block the three exit doors or the deck area in case of an emergency or fire.**
- Bars and drink stations may be located outside on the covered deck. We believe you will find that this arrangement helps with traffic flow and keeps the inside of the Apple Barn from becoming too crowded, as well as protecting the fragile floor of the Apple Barn.

**Liability for Injury to Persons or Property**

- a. Lessee agrees to supervise and to assume full control and responsibility for any persons, entities or things other than The Valle Crucis Conference Center personnel or property who/which are, for any reason, on the facility by reason of Lessee’s program or use of the facility.
- b. Lessee agrees to defend, indemnify and hold harmless The Valle Crucis Conference Center and its past, present, and future members, directors, officers, employees, agents and independent contractors and its and their successors, assigns and heirs from and against any harm and/or claim made by any third party arising out of or in any way connected with Lessee’s actions and/or failure(s) to act in respect of its use of the facility.
- c. For the purpose of this section, “any person” includes, but is not limited to, Lessee’s agents and employees, participants in Lessee’s program, and Lessee’s visitors.



*I have read the above and agree to abide by the rules and regulations governing the use of the Valle Crucis Conference Center Apple Barn.*

Group/Party name \_\_\_\_\_ Representative \_\_\_\_\_

Signature \_\_\_\_\_ Today’s date \_\_\_\_\_



Date of event \_\_\_\_\_

*Hours of event for security purposes (please list the time you expect security to be present – i.e., if your event starts at 5:00 p.m., security should be there no later than 4:30 p.m.)*

Event begins at \_\_\_\_\_ Event ends at \_\_\_\_\_  
*No later than 11:00 p.m. .*

Wedding Couple’s Names \_\_\_\_\_ and \_\_\_\_\_

Caterer, Florist, Wedding Planner, Band/DJ, or other company with whom we should be in touch: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

### BILLING

Name of responsible billing party: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State ZIP

Phone: \_\_\_\_\_  
Best phone number/s to reach you

Email: \_\_\_\_\_

### Fees Due:

Base Fee for Apple Barn Rental: \$1,300.00

Refundable Damage Deposit: \$200.00

VCCC Staffing Fee: \$200.00  
Separate check, please. 6 hours @ \$200 + \$40 ea. additional hour

Guaranteed Previous Day Set Up Availability: \_\_\_\_\_  
Optional, based on availability – ½ Base Rental Fee  
Availability usually starts by 1:00 p.m.; please confirm w/ office

Use of Crab Orchard Hall on day of wedding: \_\_\_\_\_  
(Optional \$200 for 8:00 a.m. – 11:00 p.m. use)

Post-Event Cleaning (Optional \$200): \_\_\_\_\_

Furniture & A/V: TBD

**Total Amount Due\*:** \$1,700.00

Deposits:	Amount	Due Date	Date Received
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<b>Non-refundable Hold Deposit</b> 14 days after receipt of reservation agreement	<u>\$500.00</u>	_____	_____
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<b>Total Second Deposit</b> 120 days before event	<u>\$600.00</u>	_____	_____
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<b>VCCC Staffing Fee</b> 30 days before event Separate check made out to _____	<u>\$200.00</u>	_____	_____
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<b>Total Final Rental Fees Due</b> 7 days before event	<u>\$400.00</u>	_____	_____
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<b>Total</b>	<u>\$ 1,700.00</u>		
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\*Furniture & equipment rental, post-event cleaning, incidental expenses such as overtime for security, lost keys, etc. are contracted for and charged separately.

VCCC Representative: \_\_\_\_\_