

The Valle Crucis Conference Center

P.O. Box 654

Valle Crucis NC 28691

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Rental Agreement and Regulations for use of the Apple Barn

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 Apple Barn is available for use by the community or other groups on a reservation basis at the discretion of the Director, who has the authority to refuse any group or individual. We are a ministry of the Episcopal Diocese of Western North Carolina and we will give priority to groups that are staying at the Conference Center.

The Apple Barn is an historic building located on the grounds of the Valle Crucis Conference Center. It was built around 1911 as the first dairy barn in the area to have a concrete floor. It also housed its own cheese factory. The building is on the National Register of Historic Places. We hope you will convey to your guests the historic nature of the building and show it and our grounds the respect due its historical significance.

1. The fee (per event with times to be decided) is \$ 1,300.00 payable in advance, **plus a \$200.00 damage deposit** (can be on same check), for a total of \$ 1,500.00. If the Apple Barn is left in good order (as outlined below), the damage deposit will be returned.
2. A representative of your group must sign this rental agreement verifying that they understand the guidelines and are responsible for the group's adherence to them.
3. While we do not object to the moderate consumption of alcoholic beverages on our premises, you as the renter are fully liable and responsible for moderating and supervising your guests. 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.
4. Any damage to the property above and beyond the damage deposit will be charged to the renter.
5. ***By order of the Watauga County Fire Marshall, there will be absolutely no smoking inside the Apple Barn.*** It will be the renter's responsibility to see that their guests do not smoke inside and that all smoking outside be done in a responsible manner, with the proper disposal of all cigarette butts in ash cans, which are provided on the deck. We request that you ask your guests to please not throw their cigarette butts on the grounds surrounding the Apple Barn.
6. Please notify all caterers and florists that no open flames or candles are allowed inside the Apple Barn. Votive candles and candles in globes are permitted. Absolutely no SPARKLERS or any other type of fireworks are allowed inside or outside the Apple Barn.
7. 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 will be 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.

8. 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.
9. If any key which is given out 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.
10. If the renter uses an outside rental company for tables and chairs, it must be made known to them that all items need to be picked up ASAP after the event and that they cannot be stored in the Apple Barn or left on the grounds without prior permission of the Conference Center administration. All deliveries by an outside rental company must be cleared in advance with the Conference Center. The Conference Center assumes no responsibility for any items left on the property by an outside rental company or by the renter or their guests.
11. A representative of the renter will meet with the Director in person (or a designated member of the staff) to view the facility and discuss the rental agreement and its terms. It will be understood that while there are a few tables and chairs in the Apple Barn, the facility is rented as is and it will be the responsibility of the renter to provide needed tables and chairs for their event.
12. A Security Guard is required for all events. This is for your protection as well as ours. Security will be for a minimum of 6 hours for \$200.00. (For longer events, please add \$40.00 per hour or any part of an hour for each hour over 6). This fee must be sent to the Conference Center 30 days in advance. ***Your security checks should be made out to Dale Townsend - not to the Conference Center.***
13. All activities must end by 11:00 p.m. and all music must be turned down by 10:30 P.M. There are no exceptions to this requirement. This is out of respect for our other guests and for our neighbors.
14. There will be no admittance to the storage closet in the Apple Barn, the basement of the Apple Barn, the Bunk House adjacent to the Apple Barn, or any of the other buildings or porches of the Valle Crucis Conference Center. It will be the responsibility of the renter to make sure that their guests, band members and caterers adhere to this rule. You may use only 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.
15. ***Please do not park along Highway 194.***
16. We reserve the right to limit parking on the grassy area adjacent to the Apple Barn due to inclement weather. The security guard will help find parking for your guests along the road; we would encourage car pooling if this happens.
17. This contract covers a one day time period, defined as from 8:00 a.m. to 11:00 p.m. If you wish to guarantee an additional day for set-up/rehearsal purposes only, you may do so by paying ½ the current rate. This must be approved by Conference Center administration.
18. If you are renting the Apple Barn more than 90 days in advance of your function, a non-refundable deposit of \$500 is required to hold the building. The balance due must be in our office no later than 90 days prior to the event in order to remain on our books. ***If for any reason you must cancel your event, all monies paid will be forfeited unless we can re-sell your date minus the non-refundable deposit.***
19. 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. All band members and their guests must adhere to the no smoking rule.
20. Please advise any caterer hired for your event that if they plan to use a charcoal or gas cooker outside, that it must be well away from all buildings in the designated area. It is their responsibility

to provide fire suppression equipment. Please advise them that it is their responsibility to clean up any spilled food items in the Apple Barn and on the grounds surrounding the Apple Barn.

21. Please advise any florist hired for your event that we ask them not to put any new nails in our historic building. Push pins are acceptable, but we ask that they use no staples. It will also be your responsibility to clean up any mess left by the florist.
22. We have a sound system available for rent. For an I-pod hook up, the charge is \$50.00. We have two wireless microphones with stands for \$50 each. A projector screen is available for \$25. TV/DVD with the sound system is \$100. Our security person is in charge of this system and will make all needed adjustments.
23. **Due to Fire Code it is very important that you, your caterer, your florist do not block any of the 3 exit doors or block the deck area in case of an emergency or fire. This is very important!**
24. Due to underground placement of pipes and sewer systems, absolutely no tents larger than 10 x 10 will be permitted on the property. Placement of a tent must be approved by our property manager.
25. No bars, kegs or coolers of ice are permitted inside the Apple Barn due to spillage problems.

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 _____

Group representative _____

Signature _____ Today's date _____

.....
Date of event _____

Hours of event for security purposes:

Event begins at _____ Event ends at _____

Time at which the event, including clean-up, is completed _____

No later than 11:00 p.m.

Wedding Couple's Names _____ and _____

If unknown at time of contract, please let us know when you arrange for these services so that we can touch base as necessary with the companies.

• Caterer _____

Caterer Contact Information _____

• Florist _____

Florist Contact Information _____

• DJ or Band _____

DJ or Band Contact Information _____

BILLING

Name of responsible billing party: _____

Address: _____
Street City State ZIP

Phone: _____ Email: _____
Best phone number/s to reach you

Fees Due:

Base Fee for Apple Barn Rental: _____

Security Personnel Fee: _____
Separate check, please. 6 hours @ \$200 + \$40 ea. additional hour
Make check payable to Dale Townsend

Guaranteed Previous Day Set Up Availability: _____
Based on availability – please contact office to confirm
½ Base Rental Fee

Total Amount Due*: _____

Deposits:

	<i>Amount</i>	<i>Due Date</i>	<i>Date Received</i>
Damage Deposit	_____ \$200.00 _____	_____	_____
Non-refundable Hold Deposit	_____ \$500.00 _____	_____	_____
Security Personnel Fee	_____ \$200.00 _____	_____	_____
Payment	_____	_____	_____
Final Rental Fees Due	_____	_____	_____
Total	_____		

**AV, Table/Chair rentals, incidental expenses such as overtime for security, lost keys, etc. will be charged separately.*

VCCC Representative: _____