

Vineland Station, Inc.  
P.O. Box 2087  
Whiteville, NC 28472

## **Rental Rules and Guidelines**

### **Availability:**

Vineland Station is available on a first come basis. Dates may be reserved only with a signed contract, a rental deposit and a damage deposit. There will be no "save the date" arrangements.

### **Rates and Capacity:**

#### **Main Room**

- Weekday, governmental agencies and non-profit groups \$25/hour, two hour minimum
  - Weekday, for profit events and groups or private citizens \$50/hour, two hour minimum
  - Friday, Saturday and Sunday, governmental agencies and non-profit groups, \$600
  - Friday, Saturday and Sunday, for-profit events and groups or private citizens, \$700
- Capacity: 640 standing; 458 seated; 214 with tables and chairs

#### **History Gallery**

Hourly rates listed above apply. The cost to add use of the history gallery during an event in the main room is \$100.

#### **Batten Pavilion**

The cost to add use of the Batten Pavilion during an event in the main room is \$200.

The Batten Pavilion may be rented without the use of the main building and restrooms. If the renter provides their own bathroom facilities, these facilities must be approved in advance by Vineland Station, Inc. and located only in areas approved by the City of Whiteville. The rental rate in this case will be as follows:

- Weekday, governmental agencies and non-profit groups \$25/hour, two hour minimum
- Weekday, for profit events and groups or private citizens \$50/hour, two hour minimum
- Friday, Saturday and Sunday, governmental agencies and non-profit groups, \$200
- Friday, Saturday and Sunday, for-profit events and groups or private citizens, \$300.

**Damage Deposit:**

A refundable damage deposit of \$300 must be received at the time the contract is executed. This deposit will be returned upon successful inspection by the manager and maintenance staff following the event. Damage deposits will be returned by separate check and may not be deducted from the rental fee.

**Other Charges:****Set Up/Take Down**

Per hour rentals can expect a minimum one hour set-up and/or take down clean-up fee depending on time spent by Vineland Station, Inc.'s maintenance staff to accomplish either or both tasks.

Renters who need use of the facilities the day before for decorating may do so if the facilities are not rented on that day. The rate is \$15/hour. To guarantee availability the day before, a two day rental is required. The cost is \$1000.

**Stage**

Removal of the indoor stage must be arranged by the renter. The indoor stage may not be moved outside. The stage must be moved back to its original position after the event or the renter will be charged a moving fee of \$75.

**PA System**

Use of the indoor PA system in the main room is \$35. No parts of the PA system may be moved outside.

**Trash Removal**

-All trash must be removed from the building and the Batten Pavilion and bagged and tied so that maintenance staff can easily transport it to the dumpster. Caterers must follow rules for trash removal as described in the separate guidelines entitled Caterer's Responsibilities. If trash is not removed, the renter agrees to pay a trash removal fee of \$50 in addition to the rental fees.

-All materials brought into the facility must be removed by 2 a.m. for night events and one hour after the agreed upon conclusion of the event for day events unless otherwise approved by the Vineland Station manager prior to the event. This includes decorations, food/beverages, signs/banners, kegs, etc. Items not removed by these times are subject to a fee for the cost of their return or will be disposed of at the discretion of the Vineland Station manager.

**Event Ending**

Evening events must end by 1 a.m. Events that run beyond 1 a.m. will be charged an additional \$250 per hour.

**Accountability:**

All persons and/or organizations reserving facilities at Vineland Station must sign a contract. In addition, not less than three days before the event, the renter must submit a signed checklist indicating that they have met all their obligations regarding the rental of Vineland Station. This

checklist will become a part of the contract at that time. The contract must be fully executed by the renter and Vineland Station, Inc. and a damage deposit received prior to the renter advertising in any way, selling tickets to the event or using the facilities. The manager, in consultation with the board of directors of Vineland Station, Inc. may deny the use of the facility for any one of the following reasons:

- The prospective renter cannot or will not meet one or more of the terms of the contract.
- The event or use is or will be in violation of laws or ordinances or is likely to cause severe damage to the building and/or injury to individuals.
- The prospective renter has repeatedly made and then cancelled reservations.
- The prospective renter has longstanding and unfulfilled financial obligations to Vineland Station, Inc..
- The prospective renter has previously broken Vineland Station Inc. rules, county or state laws or both.

**The person who signs the contract shall be held responsible for the conduct of those attending the function.**

### **Event Cancellation and Refunds:**

Vineland Station, Inc. may terminate a reservation if it determines on or more of the following:

- the space is not useable due to circumstances beyond the control of Vineland Station, Inc.
- any of the reasons previously listed under Accountability

Refunds will be made on the following basis:

Renter will receive 75 percent of fees paid when giving Vineland Station written notice before the end of six months from the event date.

Renter will receive 50 percent of fees paid when giving Vineland Station, Inc. written notice before the end of three months from the event date.

Refunds will not be issued if an event is cancelled within three months prior to the date scheduled.

### **\*\*\*\*Alcoholic Beverages- Permit Information:\*\*\*\***

Typically, the following regulations apply:

SERVING only beer, wine or champagne DOES NOT require an ABC permit.

SELLING or BROWN BAGGING beer, wine or champagne DOES require an ABC permit.

SERVING, SELLING or BROWNBAGGING spirituous liquor DOES require an ABC permit.

The renter is ultimately responsible for verifying current ABC regulations which apply to his/her event.

Vineland Station, Inc. MUST receive a copy of the appropriate permit 24 hours prior to the event or no alcohol will be permitted.

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## **Decoration and Set Up:**

Vineland Station is a historic building. In order to preserve this building, the renter must strictly adhere to these decorating guidelines:

### **General:**

- The Renter must supply labor for transport, set up and removal of items other than those supplied by Vineland Station, Inc.
- One week prior to the event, a schematic of the proposed set up of the event must be submitted so that the maintenance staff can properly execute the set up.
- No tape, staples or nails may be used to attach decorations to any surface of the building.
- Banners, signs, balloons, etc. may be tied or hung from the posts or beams.
- If plants or flower arrangements are placed on any interior wood surface, a clear plastic saucer or plate must be used to protect the wood.
- Any items attached to light fixtures, door knobs, etc. should be tied with ribbon, pipe cleaners or some similar soft material that will not scratch the finish.
- Decoration is the sole responsibility of the Renter. Vineland Station, Inc. is not responsible for any damage or theft of decorations.

### **Candles:**

- Votives (in glass or metal holder), pillar or taper candles (in holder and surrounded by a hurricane globe) or battery operated candles are allowed. Candle wicks must be lower than the holder or hurricane globe.
- No candles including battery operated candles are allowed in the restrooms.
- Any candles used on any table must be placed on a glass or mirrored tile.
- “Floating candles” may be used if placed on a glass or mirrored tile.
- No luminaries may be used.

### **Caterers:**

See separate schedule for caterer’s responsibilities. It is the renter’s responsibility to provide a copy of this schedule to the caterer for the event.

### **Security:**

Uniformed security with arrest authority in the City of Whiteville will be required at all events where alcohol is served. Arrangements for and costs of security officers will be the responsibility of the renter. See separate schedule attached for Security Officer’s responsibilities. It is the renter’s responsibility to provide a copy of this schedule to the security firm/officer hired for the event. Vineland Station, Inc. reserves the right to cancel any event where security is required if security is not present.

**Smoking:**

Smoking is not permitted anywhere inside the building or under the Batten Pavilion. Smoking is permitted in designated areas only. Guests or persons hired by the renter who continue to smoke in unauthorized areas are subject to immediate removal by security officers.

**Animals:**

No animals are allowed into the Vineland Station, except for those trained to assist disabled persons.

**Additional Insurance:**

Additional insurance, naming Vineland Station, Inc. and its board of directors as additional co-insured, may be required by our insurance carrier for certain events.

**Inclement Weather:**

If an event is cancelled due to inclement weather such as a hurricane or ice storm, Vineland Station, Inc. will make every reasonable effort to reschedule the cancelled event. Vineland Station, Inc. shall not be held liable for losses incurred by the user/renter due to cancellation.

**Heat and Air Conditioning:**

The renter may not adjust the air conditioning/heating thermostat. It should be noted that covering any air vents with decorations or furnishings will severely limit the functionality of the HVAC system. In addition, leaving doors open to the main building for extended periods during set up or during the event will severely limit the functionality of the HVAC system.

**Supervision of Minors:**

Activities involving minors must have appropriate, ongoing, on-site supervision by a suitable number of responsible adults.

**Personal Property/Injury**

Vineland Station, Inc. assumes no responsibility, legally or financially, for any personal property brought into the facility or for any injuries to the renter, his/her guests or his/her agent.

**Legal Ordinances**

Renter agrees to abide by all pertinent local, state and federal laws and ordinances.

**IT IS THE EXPRESS RESPONSIBILITY OF THE RENTER TO EXPLAIN THESE RULES AND GUIDELINES TO ANY CATERER, BAND, DECORATOR, PERFORMER, SECURITY FIRM OR OTHER AGENT THE RENTER BRINGS INTO VINELAND STATION.**

## **Vineland Station, Inc. Staff Responsibilities**

The Manager will be available by phone at **910-642-3157** during regular business hours to schedule appointments, answer questions and meet with the renter.

The staff of Vineland Station, Inc. will not be present on the day of the event unless as an invited guest of the renter or as agreed upon as additional services to be rendered as described below. In the event of an emergency, Vineland Station staff may be contacted at the following numbers:

**Faye Smith, Manager**                      **910-840-2928**  
**Ronnie Smith, Building Custodian**   **910-840-7511**

Any additional services provided by the Manager will be agreed upon between the Renter and the Manager and will be at an additional expense to the Renter. Vineland Station, Inc. is not responsible for any additional arrangements made between the Manager and the Renter.

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## **Vineland Station, Inc. Caterer's Responsibilities**

### **Prior to the Event:**

- All caterers must be registered with Vineland Station, Inc. prior to catering an event.
- Vineland Station, Inc. will not be responsible for checking in rental items delivered to the Station prior to an event. Arrangements must be made with the Vineland Station manager regarding delivery to the site prior to the event date. Pick up of rental items must be arranged with the Vineland Station manager if they are to occur outside of the event date.
- Catering vehicles should not drive or park on the sidewalk. Catering vehicles should park along the railroad track on the south side of the building, accessing the area from Madison Street at the tracks. The caterer's door is located on the south side. Caterers should not use the main door.

### **During the Event:**

- All trash should be placed in the dumpster as soon as bags are removed from the garbage cans. No trash will be allowed to accumulate outside the kitchen door. At the end of the event, trash cans should be wheeled to the dumpster and rinsed out with water.

### **-After the Event:**

- Remove all items from the refrigerator and freezer and wipe out.
- Wipe out all ovens and remove any burnt foods, grease, etc.
- Remove all items brought into the station.
- Wipe down all counters, carts and racks.
- Clean kitchen floor.
- Clean kitchen sinks.
- Place remaining garbage in the dumpster.
- Store any rental items to be picked up at a later time in location agreed upon with Vineland Station manager.

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## **Vineland Station, Inc.**

### **Security Officer's Responsibilities**

#### **General:**

Security officers are required to have arresting authority in the City of Whiteville.

Security officers are required to be in uniform and clearly identifiable by the renter and their guests.

Security officers must arrive at a minimum of 15 minutes before the event is scheduled to begin.

Upon arrival and at departure, security officers should notify the renter.

Security officers are expected to patrol Vineland Station building and grounds during the event and not participate in the event.

#### **During the Event:**

Assist guests with parking and direction to designated parking lots.

Monitor and appropriately deal with individuals who become unruly and/or disruptive.

The Vineland Station is private property and anyone loitering should be asked to leave.

#### **After the Event:**

Evening events must end by 1 a.m. Security officers are required to see that events end by this time.

Monitor and escort guests (if needed) to their cars until all guests have left the premises.

Revised 5/2011

**Vineland Station, Inc.**

**Rental Checklist**

**Contract signed and executed** \_\_\_\_\_

**Damage Deposit Received** \_\_\_\_\_

**Rental Deposit Received** \_\_\_\_\_

**Key Received** \_\_\_\_\_

**Emergency Contact Numbers Received** \_\_\_\_\_

**Rules and Guidelines Reviewed** \_\_\_\_\_

**Manager and Custodian's Responsibilities Reviewed** \_\_\_\_\_

**Caterer's Responsibilities given to Caterer** \_\_\_\_\_

**Caterer's Name and Phone Number** \_\_\_\_\_

**Security Officer's Responsibilities Given to Security Firm** \_\_\_\_\_

**Security Officer's Name and Phone Number** \_\_\_\_\_

**ABC Permit Obtained (if necessary) and Copy attached** \_\_\_\_\_

**Set up Schematic Received** \_\_\_\_\_

**Renter's Name and Phone Number** \_\_\_\_\_

**Renter's Signature** \_\_\_\_\_

**Manager's Signature** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

**Other Comments:**