

**RENTAL CONTRACT AGREEMENT
ROCKY MOUNT HISTORICAL ASSOCIATION**

RENTAL INFORMATION:

Renter (s): _____

Contact Person: _____

Address: _____

Telephone Numbers: Home: _____ **Work:** _____

E-mail _____

Description of Event:

Date of Event: _____ **Time:** _____

Anticipated Attendance: _____

TOTAL RENTAL FEE: \$ _____ \$ _____ \$ _____

(Fee + 20% Damage Deposit = Total

(Worksheet – Page 3)

Rehearsal Dinner Fee \$ _____

Amount Paid \$ _____ Date _____

By my signature on this contract, I _____, the renter acknowledge that I have read and agree to comply with any and all rules and regulations as set forth in the attached Rocky Mount Historical Association: Rental Policy and all provisions within, stated and implied.

Signature/Renter: _____ Date: _____

Signature/Rocky Mount Historical Association: _____ Date: _____

Rocky Mount Historical Association: "Where History Comes Alive!"
Rocky Mount Historical Association is a 501©3 'Not-for-Profit' organization chartered by the State of Tennessee in 1958.

**ROCKY MOUNT HISTORICAL ASSOCIATION
FEE SCHEDULE 2015 - 2016**

WEDDINGS:

Wedding (Historic Site - Grounds) *	\$450.00
Wedding (Multi-media Auditorium)	\$525.00
Reception (Historic Site – Grounds) *	\$525.00
Reception (Seminar Rooms)	\$675.00

Combinations:

Wedding and Reception (Historic Site – Grounds)*	\$900.00
Wedding and Reception (Auditorium or Seminar Room And Grounds)	\$975.00
Wedding and Reception (Historic Site, Auditorium and Seminar Rooms)	\$1050.00

EVENT RENTALS:

MULT-MEDIA AUDITORIUM

Day/Evening	\$675.00
Day (8:00 am – 4:00 pm) Evening (6:00 pm. – 11:00 pm)	
[Earlier rentals available by pre-arrangement]	
Day – Increments of	\$120.00/hour
Evening – Increments of	\$135.00/hour

SEMINAR ROOMS –ALL

Day/Evening	\$675.00
Day (8:00 am - 4:00 pm) Evening (6:00 pm.–11:00 pm)	
[Earlier rentals available by pre-arrangement]	
Day – Increments of	\$120.00/hour
Evening – Increments of	\$135.00/hour

SEMINAR ROOMS – INDIVIDUAL

Day/Evening	\$225.00
Day (8:00 am – 4:00 pm) Evening (6:00 pm. – 11:00pm)	
[Earlier rentals available by pre-arrangement]	
Day – Increments of	\$45.00/hour
Evening – Increments of	\$55.00/hour

ALL INDOOR FACILITIES (AUDITORIUM AND 3 SEMINAR ROOMS

Day/Evening	\$1350.00
Day (10:00 am – 4:00 pm) Evening (6:00 pm – 11:00 pm)	
Day – Increments	\$265.00/hour
Evening Increments	\$300.00/hour

* Historic Site and Historic Site Grounds refers to the barn area, barn field and picnic site area unless specifically defined and agreed upon with Rocky Mount staff.

EVENT WORKSHEET: [to be returned with deposit]

Wedding: Historic Site Grounds * _____
Auditorium _____

Reception: Historic Site Grounds * _____
Seminar Rooms _____

Combinations: Wedding and Reception

Historic Site Grounds * _____
Auditorium and Grounds _____

Historic Site * or Auditorium _____
And Seminar Rooms _____

Event Rentals: Please refer to 'Fee Schedule'

Auditorium Day/Evening _____

Seminar Rooms (All) Day/Evening _____

_____ x \$120.00 (day) _____ x \$135.00 (evening)
[hours] [hours]

Seminar Rooms (Individual) Day/Evening

_____ x \$45.00 (day) _____ x \$55.00 (evening)
[hours] [hours]

All Indoor Facilities: Auditorium and 3 Seminar Rooms _____ (\$1350.00)

Hour Increments: _____ x \$265.00 Day (10:00 am – 4:00 pm)
[hours]

_____ x \$ 300.00 Evening (6:00 pm – 11:00pm)
[hours]

DAMAGE DEPOSIT (Refundable upon inspection and approval) Rental Fee X 20% = _____

Example:

Wedding and Reception \$900 x 20% = \$180.00 Damage Deposit

Total Rental: _____ **50% due at date of signing _____**
Remainder plus damage deposit (20% of total) due no later than one month prior to event.

* Historic Site and Historic Site Grounds refers to the barn area, barn field and picnic site area unless specifically defined and agreed upon by Rocky Mount staff.

ROCKY MOUNT HISTORICAL ASSOCIATION RENTAL POLICY

The Rocky Mount Historical Museum and Historic Site are available for rental Monday through Saturday from 8:00 a.m. until 11:00 p.m. at which time all parties shall leave and the gates shall close. Guest activities should terminate no later than 10:30 p.m. to allow for inspection and clean up. The termination of the event shall be planned to allow for necessary cleanup and rearrangement of all amenities within the prescribed rental period. Excess time necessary to clean up shall be assessed at \$25.00/ ½-hour increments pass the allotted rental period and will be billed in accordance or assessed against damage deposit. The rental party should not expect access to rented space prior to 7:30 a.m. The historic property shall be available for rental on Sundays only with expressed permission of the Board of Trustees of the Association and upon the recommendation of the Executive Director.

Contract Information:

Following an initial discussion with Rocky Mount staff (Executive Director, Executive Assistant, or Program Coordinator), the date of a proposed event will be tentatively held for a period of ten (10) days. Within this designated period you will receive a contract, which shall be signed and returned with the specified payment equal to one-half of the agreed upon rental fee within ten (10) days from the date of the initial contact. Receipt of the signed contract and payment will confirm and reserve your date and time of the proposed event.

The balance of the rental fee and a damage deposit (equal to 20% of the total rental amount) must be paid in full no later than one month prior to the event unless specifically approved by the Executive Director. Checks should be made payable to the **Rocky Mount Historical Association** and mailed to **P.O. Box 160, Piney Flats, Tennessee 37686**, or hand delivered to the museum during regular business hours, Monday through Friday 8:00 a.m. – 4:00 p.m.

Cancellation Policy:

A renter shall receive a refund of payment made less one hundred dollars (\$100.00) if notice of cancellation is received in writing at the museum at least thirty (30) days prior to the event. **No** refunds will be allowed after that date.

Special Fee:

Given recent requests for special services involving audio and visual requirements for events involving music and/or visuals, especially events within the Auditorium, an additional fee of \$25.00/hour will be charged for audio-visual services and equipment. Request must be made at the time of booking and confirmation of the rental otherwise the

renting party will be responsible for supplying such equipment and expertise upon approval of the representative of the Rocky Mount Historical Association.

Damages and Damage Deposit:

Parties renting the historic site/museum are liable for any damages to the facilities, furnishings, exhibits, equipment and grounds. The damage deposit (20% of the total rental amount paid) will be returned (normally 7 to 10 calendar days) following the date of the event allowing for inspection of the building and grounds for damages. Should damages exceed the amount of the damage deposit; the renter will be billed for the remaining balance. The renter also assumes responsibility for damages incurred by his/her contracted labor (wedding planner, caterer, and staff of rental companies, florist, security staff or other contracted and personal staff).

Indemnification: The renter shall indemnify (be responsible) and 'hold harmless' the Rocky Mount Historical Association, Inc. and the staff, officers and directors, thereof , for any and all claims raised out of the use of the grounds and facilities at Rocky Mount and all activities conducted there upon by the renter, the renter's guests and the renter's contracted labor.

Indemnification shall include, but not be limited to, all defined acts, including attorney fees, court costs and cost incurred through litigation and/or claim processing by the Rocky Mount Historical Association.

Preparation and Decorations: Historic House and Buildings

No nails or other intrusive fastening devices shall be used in or around the historic buildings. Use of the historic house and immediate area for photography is restricted to times when normal tour hours are not in effect. Tours hours, as specified are Monday through Saturday 11:00 am until 5:00 pm inclusive.

Weddings may be conducted only on the exterior porches or dogtrot. All historic buildings are not open to guests. All preparation of the bride shall take place removed from the historic house at a site agreed upon by staff. All historic buildings will be locked once the ceremony commences. Rocky Mount is not responsible for items left in or on historic structures. All items must be removed within 30 minutes following the conclusion of the event.

Preparation and Decoration: Museum Education Rooms/Auditorium

Deliveries, arrivals, setup and departure should be scheduled within the planning time agreed upon in your rental. A limited number of six-foot and eight-foot tables and chairs are available for use indoors only. There are twenty (20) picnic tables on the museum grounds for use outdoors. Renters may utilize, but not move tables and chairs to

accommodate the needs of their event, they shall be maintained at their pre-event locations and conditions. The multi-media auditorium is set up theatre style to accommodate the educational use of the museum including placement of movable chairs and the deployment of the retractable screen. Special needs will be accommodated with adequate pre-notice as 'chair caddies' are available. Pre-event storage is limited and will be available to the renter for a period no longer than 72 hours prior to the event. The renter is entirely responsible for setup and takedown of event props and materials.

Fasteners of any kind must be pre-approved by site staff for hanging of decorations in the museum rental spaces. Pushpins and thumb tacks may be used only in boards designed to accommodate their use. No tapes may be used on painted, wood panel, or papered walls. The wisest procedure is to ask!

Food and Beverages:

Food and beverages and preparation/serving equipment may be set up in areas designated by Rocky Mount Historical Association staff and in no other areas. No food or beverages are allowed inside the historic buildings or on the porches of the historic Cobb residence at anytime without the expressed permission of site staff. The 'catering kitchen' within the museum may be used if part of the rental agreement. With prior arrangement limited refrigeration space can be made available. Other electrical appliances may be made available and should be specified in **Miscellaneous Terms**.

The caterer (or the renter's designee) is responsible for compliance with all laws pertaining to the preparation and serving of food and beverage. The caterer (or renter's designee) is also responsible for removing all food, service equipment and supplies from preparation and serving areas. The caterer (or renter's designee) shall be responsible for removing all dirty utensils, plates, trash, etcetera from the premises and disposing of refuse in the supplied site dumpsters. No post event storage will be allowed.

Special Provisions: Alcoholic Beverages:

Alcohol, beer and wine, may be allowed on the premises at the sole discretion and responsibility of the rental party. The renter (or renter's designee) is responsible for compliance with all laws, state and local, pertaining to the sale or serving of alcoholic beverages. They are also responsible for obtaining all appropriate and necessary permits and licenses copies of which shall be made available for inspection by the staff at Rocky Mount. The service, possession or consumption of alcohol on the premises shall be terminated if the renter, in consultation with site staff, determines that intoxication is present. As stated above, the renter is responsible for all clean up and disposal of beverage containers in provided receptacles. No consumption of alcohol will be allowed in the vicinity of the historic buildings or on the facilities' parking lots.

Parking:

Parking by event guests is not allowed within the historic area but shall be limited to designated paved parking areas. Vehicles are allowed for set up and tear down on parking lots and roadways, and as designated in areas deemed appropriate by Rocky Mount staff. Vehicles delivering and/or retrieving materials for the wedding shall not block the museum roadways and doorways and must be accompanied by an adult at all times. Such vehicles shall be moved immediately when loading/unloading is finished. Any damage to grass areas, trees and bushes will be assessed against the damage deposit. Cars may not be parked on site roadways, within fire lanes nor in the two designated parking spaces reserved for the residents of the caretaker's house. Several designated 'disabled parking' spaces are available and enforcement will be observed. For large events a designated 'parking supervisor' is highly recommended. Parking lot lights will be turned on 15 minutes before dark and remain on for 30 minutes after the scheduled end of the event for security and cleanup.

Smoke-free Environment:

The Rocky Mount Historic Site and Massengill Overmountain Museum and surrounding grounds are a smoke-free environment. Smoking will be limited to the main parking area removed from all buildings and pastures. Areas will be designated under: **Miscellaneous Terms** and these areas shall be maintained and policed upon the departure of the renting group.

Tents/Temporary Structures:

All deliveries of tents and other approved temporary structures must be arranged prior to the event date. Take down and removal of said event accoutrements shall also be arranged prior to the event. Delivery and take down must be scheduled during regular site hours: 8:30 a.m. – 4:00 p.m. The renter or his designee must be present to supervise tent set up. All safety concerns must be addressed during planning and any disruption of the site landscape shall be corrected at the time of dismantling. A tent permit must be obtained from the City of Johnson City Building Department prior to the set up of the tent. A copy of the city permit and compliance assurance from the tent company shall be presented to the museum and a copy made and placed on file.

Respect for Historic Grounds:

Children twelve (12) years of age and younger will be required to be under direct supervision of parents/guardians. Young adults participating in the events on and at Rocky Mount will be required to respect all rules and regulations and shall remain with the major component of the event group unless involved in special tours or activities.

Use of the facilities at Rocky Mount is a privilege and should be considered accordingly. The buildings are historic and 'fragile' and the livestock is available to create an environment of a farmstead circa the 18th century. No one is to climb on the historic buildings, fences or trees. Livestock shall not be fed, harassed, threatened or in any manner be disrupted in their pens or pastures. Photography during tour hours shall be limited to the non-historic areas of the site (barn and barn field, picnic area and interpretive center). Violation of these rules, following specific and directed admonishment, will lead to the immediate termination of the event without refund.

Cleanup:

There will be no charge for normal cleanup by site staff. Should there be an abnormal amount of cleanup involved; an appropriate sum (calculated upon \$12.00/man-hour in half hour increments) could be charged against the damage deposit, as determined by the Rocky Mount staff. The renter is responsible for removing all decorations and personal items. Non-biodegradable materials may not be used on the historic grounds and especially not in the area of the historic house, historic gardens or in the areas of the pastures and enclosures housing site livestock. A 'catering kitchen' is available and with prior arrangement certain implements may be utilized (see **Miscellaneous Terms**), however, the 'kitchen' and all implements shall be returned to pre-event condition of arrangement and cleanliness. Rocky Mount does provide trash bags within the available trash receptacles. Rocky Mount does not supply paper towels, paper plates/cups or napkins, ice and etcetera for the caterer.

Special Event Permit: Tent Permit

County, it is also within the city limits of Johnson City. Johnson City requires that rental parties entering into agreement with the Rocky Mount Historical Association and Historic Site obtain permits on all tents that are set up and used on the grounds of the historic property.

As the renter, you will be required to present a copy of the certificate obtained from the vendor from whom you are obtaining your tent(s) and equipment and a copy of the permit obtained from the city office attesting to compliance prior to setting up the tent(s). Although the Rocky Mount Historical Association and Historic Site are within Sullivan

Permits may be obtained at the office:

Johnson City Building Department
601 East Main Street
Johnson city, Tennessee 37601
(423) 434-6047

Miscellaneous Terms:

Reasonable time for rehearsal on the evening prior to a scheduled wedding on the grounds, or within the museum auditorium is permissible within the contract however use of the site picnic area and/or reception rooms will be charged as an additional rental per fees enumerated below:

Picnic Area	\$25.00/hour
Seminar Room	\$40.00/hour