

BURWELL SCHOOL RENTAL FEE SCHEDULE

The Hillsborough Garden Club, which has traditionally met at the Burwell School and has maintained the gardens, will continue to be allowed use of the Burwell School for their meetings at no charge. Individual Commissioners and Alliance member organizations will receive discounted rates. Other “non-profits” receiving discounted rates will be determined by the HHC on a case by case basis. All events must be scheduled by the Burwell School Site Coordinator.

BURWELL SCHOOL RENTAL FEE SCHEDULE

EVENT CATEGORIES AND FEES

| <u>EVENT</u> | <u>RENTAL FEE</u> <u>(includes booking fee)</u> | <u>REFUNDABLE</u> <u>SECURITY</u> <u>DEPOSIT</u> | <u>NONREFUNDABLE</u> <u>BOOKING</u> <u>FEE</u> |
|---------------------------|--|--|--|
| Photo Shoots | \$25.00 / hour | | |
| Event Category A | | | |
| No food | | | |
| Up to 35 people | \$75.00 (max 3 hours) | \$150.00 | \$25.00 |
| Event Category B | | | |
| Catered Inside or Outside | | | |
| Up to 35 people | \$250.00 (max 6 hours) | \$150.00 | \$50.00 |
| 36 to 75 people | \$450.00 (max 6 hours) | \$250.00 | \$150.00 |
| Event Category C | | | |
| Outside only | | | |
| Up to 150 people | \$750.00 (max 6 hours) | \$350.00 | \$300.00 |

The Booking Fee is applied toward the rental fee.

Inside events may be scheduled on Monday or Tuesday 9:00 AM to 10:30 PM or after 4:00 PM Wednesday to Sunday.

RELEASE FOR CATERER

Date: _____

I, _____, do hereby release the Historic Hillsborough
Commission of any liability whatsoever that may be incurred or any damages that may be sustained on any
and all claims which might arise as a result of the services I shall be rendering on
_____,
at the Burwell School for _____,

By: _____
Caterer

Authorized Agent: _____

Business Name _____

Address _____

Phone _____

License number of caterer _____

Authorized Burwell School Representative

RESERVATION FORM FOR USE OF THE BURWELL SCHOOL

*FILL OUT AND SEND WITH BOOKING FEE AND SECURITY DEPOSIT.
EVENTS CANNOT BE BOOKED WITHOUT THE ABOVE.
KEEP GUIDELINES FOR REFERENCE*

Today's Date _____ Date of use _____

Name _____

Street _____ City _____ Zip _____

Daytime telephone _____ Evening telephone _____

Type of function (i.e. wedding, reception)

If your address after the event will be different, list new address:

Time function begins: _____ ends: _____ (all events must end no later than 10:30 PM. The House closes at 11 PM, please arrange with your caterer to be set-up and cleaned-up within the six hour time frame and no later than 10:30 PM).

Number of people expected _____

The rental fee is due in full two weeks before the date of the event.

I have read and understood the attached RENTAL AGREEMENT terms and I affirm that I accept and will honor these terms

Signature _____

Please direct all questions to the Historic Hillsborough Commission by telephone or in writing to:

Historic Hillsborough Commission
P.O. Box 922
Hillsborough, NC 27278
phone (919) 732-7451
fax: (919) 732-7451 (call first)

Please make checks payable to: **HISTORIC HILLSBOROUGH COMMISSION**

FOR OFFICE USE ONLY

Booking Deposit paid: _____

Security Deposit paid: _____

Rental Fee paid: _____

Security Deposit returned: _____

Historic Hillsborough Commission
Limited License Agreement Terms and Conditions

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15. Due to the Burwell School's limited septic system, renters are required to lease an appropriate number of portable toilets for event categories B and C. Companies, which pick up and deliver, are listed in the Yellow Pages. Most companies also offer handicapped accessible portable toilets.
16. All food and beverages are limited to the first floor.
17. All renters are responsible for clean-up and returning the House and grounds to their original condition. All trash and garbage must be taken away by the caterer and/or renter(s) on the day of the event.
18. All personal items must be removed from the House and grounds. the Commission is not responsible for any loss or damage to personal items.
19. The rental period begins at the time of requested access to the House and includes time for setup and cleanup. Since different types of events require different arrangements, it is imperative that the renter give thorough and accurate information on the RESERVATION FORM. If plans are not complete at the time the reservation is made, it is the responsibility of the renter (i.e. the person signing the Reservation Form) to convey the missing information to the HHC.

TO RESERVE THE DATE, THE FOLLOWING THINGS, WITHOUT EXCEPTION ARE NEEDED:

1. A Security Deposit against damages which may occur. If there are no damages, the deposit will be returned, usually within two weeks.
2. The Booking Fee.
3. A fully completed Reservation Form. Forms are available from the HHC.

To guarantee a booking date, a signed reservation form and a check for the Security Deposit and the Booking Fee must be received by the HHC within 3 business days of the verbal booking. The Rental Fee is then due two weeks before the event date.

Please make checks payable to the Historic Hillsborough Commission, and mail them to PO Box 922, Hillsborough, NC 27278.

CANCELLATION POLICY

If an event is canceled within 21 days of the reserved date, the HHC will retain the Booking Fee and return the Security Deposit.

Historic Hillsborough Commission Limited License Agreement Terms and Conditions

RENTAL AGREEMENT TERMS AND CONDITIONS

The Burwell School Historic Site is owned and operated by the Historic Hillsborough Commission. The site is historically significant and serves as an educational and cultural arts center for the community. The site may be rented according to the guidelines and event schedule listed below.

During much of the year, there will be a temporary exhibit in place during the time of any rental. Once an exhibit is installed, the pieces may not be moved. Renters who have any concern about the content of an exhibit are advised to contact the Historic Hillsborough Commission.

Rental Guidelines:

1. The rental entitles the renter to use the public rooms of the house on the first floor only and grounds for a maximum period of three hours for category A events and a maximum of six hours for categories B and C events.
2. Group capacity in the House is 75 people. Use of the grounds does extend the capacity to 150 people. A tent or tents may be erected on the lawn.
3. A monitor will be assigned to be on the premises for event categories B and C or at the discretion of the HHC.
4. No smoking is permitted inside the House or other buildings.
5. No red wine is allowed in the House.
6. Rearrangement of the furniture is not allowed without prior permission of the Executive Committee of the Commission.
7. Use of alcohol is only permitted with a valid permit through the NC ABC Commission. It is the responsibility of the renter to obtain this permit, which must be signed by a representative of the HHC. No use of alcohol is allowed without a valid permit. No cash bars are allowed, unless renter supplies the HHC with a Certificate of Insurance and also names the HHC as an additional named insured.
8. Lighted tapers are permitted only on the dining room table. Votive candles are permitted throughout the first floor.
9. No rice or confetti may be thrown in the House; birdseed may be thrown outside.
10. Moderately amplified music is allowed outside until 7 PM, and inside for the duration of the rental. After 7 PM, the windows must be closed. The monitor will exercise his/her discretion as to the level of volume allowed.
11. All events must end no later than 10:30 PM.
12. Use of house is limited to Monday and Tuesday 9:00 AM to 10:30 PM; and Wednesday through Sunday from 4:00 PM to 10:30 PM.
13. Dancing is not allowed in the House.
14. The fireplaces are not to be used.