



Historical Association of Catawba County

Po Box 73
Newton, North Carolina 28658
(828) 465-0383

Rental Agreement Guidelines

We are pleased that you are interested in holding your function at Murray's Mill Historic District in Catawba, North Carolina. Due to the historic nature of the property we have prepared the following guidelines and restrictions to ensure the preservation and maintenance of the buildings, the safety of your guests, and the consideration of our neighbors.

The following document is a compilation of the most frequently asked questions, but feel free to contact our office at (828)465-0383 or email: cchajlml@gmail.com should you have any further questions or require clarification. Photos of past events are available under the photo albums section of our Facebook page: www.facebook.com/MurraysMill.

Facilities:

The facilities at Murray's Mill include:

- ❖ Mill Apron, which includes the covered area and the amphitheater. Electrical Outlets are available for sound system and lighting. The mill's orientation room can be used as a changing room or storage room.
- ❖ The General Store includes flush toilets and can be used as a changing room.
- ❖ The Wheathouse, located on the hill above the mill, has some indoor space. Total capacity is 40 people on two floors. This building can be used as a changing room.
- ❖ Two large hillsides, one on either side of the millpond. Both hillsides have room for smaller tents, one has enough room for a 3-pole circus tent.
- ❖ Both the mill and the General Store will be open for the event.

History of the Buildings:

The Mill building itself was built in 1912-1913 by John Murray to utilize Balls Creek for hydro power to grind wheat and corn for local farmers. The mill ran from 1913 to 1967 when it was closed due to government taxing. The mill was purchased by the HACC in 1982 and is listed on the National Register of Historic Places.

The Murray and Minges General Store was built in 1890 and moved to its current location in 1912. The single-story left side was added for the Catawba Candy Company in the 1930s.

The Wheat House was built about 1880 as a place for drying or storing surplus grain. The single grain elevator inside was powered by the waterwheel using cables from the second story of the mill.

Four Murray family houses are located on the property. The William Murray House was built in the 1880s and is located next to the store. The John Murray house was built in 1913 and sits on the hill overlooking the mill. The Lloyd Murray House was built in 1935 and sits across the pond. Bill Murray's 1950s house sits along the pond to the right of Lloyd's house.

The George Huffman House is located upstream from the Lloyd Murray House along the pond. This two-story wood-frame house was built in the early 1800s and was relocated to Murray's Mill in the 1990s.

Rental Fees:

The Murray's Mill buildings and grounds can be rented for various occasions for \$200. Not all buildings are available for use. If you will have more than 100 cars at your event, there is an extra fee of \$150 to mow the back field for extra parking.

Payments and Deposits: client initial: _____

A security deposit of \$200 is required when booking. The balance is due within one month of the event. The \$200 security deposit will be returned to you within 10 business days after the event if the site has been sufficiently cleaned up. All checks are to be made out to The Catawba County Historical Association.

Cancellation Policy: client initial: _____

The HACC will accept a written and signed notice of cancellation up to two months prior to the event. Any payments made will be refunded minus the \$200 security deposit. Any cancellations made after two months prior will only receive half their money back, not including the \$200 security deposit.

Name and Address where refund check will be sent: _____

Catawba County Historical Association Preservation Agreement

HACC:

The Historical Association of Catawba County (HACC) was founded in 1936 and is an educational institution dedicated to the preservation and interpretation of the stories, objects, and places that document the rich heritage of Catawba County and its role in the development of the Western Piedmont of North Carolina. The HACC is a not-for-profit, tax-exempt 501(c)3 corporation and is governed by a board of trustees.

Insurance: client initial: _____

HACC requires that you have a \$1,000,000 liability insurance policy covering the mill site on the day(s) of your event. We do not have to have the insurance certificate to hold the date, but we must have it within one month of the event. Renter agrees that in the event of loss due to any of the perils for which it has agreed to provide Comprehensive General and Automobile Liability insurance, Renter shall look solely to its insurance for recovery. Renter hereby grants to the HACC, on behalf of any insurer providing Comprehensive General and Automobile Liability insurance to either Renter or HACC with respect to the services of Renter herein, a waiver of any right to subrogation which any such insurer of said Renter may acquire against the HACC by virtue of the payment of any loss under such insurance.

Insurance may be purchased through a carrier of your choice or through HACC's insurance carrier, Markel American Insurance Company. Please follow the link: <http://www.markeleventinsurance.com/> and click on "Start a New Quote" to begin. Prices range from \$100 to \$200.

Event Location:

The HACC staff works hard to ensure that the area of the site you select for your event is clean, trimmed, and mowed. Due to the large area of the site and number of buildings, Murray's Mill cannot guarantee that other locations around the site will be as manicured as your original selection. Should you change your mind within two weeks of the event, staff will be unable to trim and mow the new area.

Tents, Furniture and Equipment:

HACC does not provide tables, chairs, tents, extra porta-johns, sound or projection equipment. If these items are required they must be brought in or rented. All rental deliveries must be received by a representative of the client. The staff will not sign for deliveries, nor will HACC be responsible for loss or damage to rental property while it is on the site. If you are planning to set-up a tent, please understand and adhere to the following requirements:

- ❖ The client is responsible for all deposits, payment, and insurance to the tent/rental company.
- ❖ All tents must be installed by professional tent installers.
- ❖ Care must be taken when installing tents to avoid utility lines. A staff member must be present when tent is set up. Murray's Mill recommends you have your tents installed with concrete buckets for weights instead of stakes.
- ❖ Tents with any electrical wiring require an inspection by the Catawba Fire Department and a copy of their permit must be filed with HACC prior to the event.
- ❖ Tents may be erected no earlier than two days before the event and must be removed from the site by the first business day following the event.

Wedding Ceremonies and Rehearsals:

The rental of HACC facilities for a wedding ceremony includes use of the facility before the event. Please make arrangements for the time and date at the time of registering the event. HACC will not hold the time unless requested.

Photographs:

Photographs may be taken on the grounds and on the porches. Caution must be used when taking pictures outside. HACC is not responsible for any injuries.

Parking:

Parking is located on either side of the driveway in front of the store and mill. This parking may not be available during hours the mill is open to the public. Parking is available on the hillsides on either side of the pond. Any event with more than 45 cars requires a parking attendant. Attendant will need to meet with Murray's Mill staff prior to event to discuss parking set-up. If the event has more than 100 cars, special arrangements will need to be made for use of the back field. This must be arranged within two months of the event.

Smoking:

There is no smoking indoors or around the historic buildings, including on the porches. All butts must be disposed of properly. The client is responsible for the compliance of their guests.

Restrooms:

Restrooms are located inside the general store and one porta-john outside. Additional restrooms may be brought in as needed.

Music:

Any special arrangements for band set-up and voltage requirements must be arranged at least two weeks prior to the event. All music must be ended by 9pm due to county noise restrictions and consideration for Murray's Mill's neighbors.

Decorations:

We hope that the natural beauty of Murray's Mill's rolling hills will greatly enhance your event, but we understand that you may wish to decorate more elaborately. We ask that you adhere to the following guidelines:

- ❖ No tape, tacks, or nails may be used on the buildings, bridges or signs. Pipe cleans and zip ties are good.
- ❖ Decorations must not interfere with the daily operation of the site.
- ❖ Emergency exit signs, directional signs, etc. may not be covered or blocked from view and no tables or chairs will be permitted to block fire exits or stairways.
- ❖ Delivery vehicles are limited to paved/gravel areas.
- ❖ Any fabric draping, carpets, etc. in tented areas must comply with the fire marshal's regulations for public gatherings.
- ❖ We request that bird seed be used instead of rice as part of the wedding event.

- ❖ Flame luminaries along walkways and the driveway are permitted if they are watched by an attendant. No flame luminaries may be placed on the porches of structures or on wooden steps. Battery-powered candles are okay everywhere.
- ❖ Sparklers and fireworks are not permitted on the property.
- ❖ Votive or taper candles contained in glass hurricane lamps are permitted on the grounds only. No flame candles or lanterns are permitted in building interiors or on porches.
- ❖ HACC is not responsible for the damage or loss of any decorations brought onto the site.

Hours:

The site is available to you as early as 8am on the morning of your event. Please discuss your time needs with staff at least 2 weeks prior to your event. If you would like to start earlier than 8am there is a \$50/hour (or part of an hour) extra fee.

Murray's Mill has very little exterior lighting. The field parking lots have no lighting. Afternoon and early evening events are permissible with the following guidelines:

- ❖ All guests must be off the property by dark.
- ❖ PLEASE KEEP THE SAFETY OF YOUR GUESTS IN MIND.

Clean-up:

Clean-up may be done on the day of your event or the next day, but it must be completed the day after the event. Murray's Mill is not responsible for items left in an unsecured location over night. A dumpster is available on site for your use; getting trash to the dumpster is your responsibility. Murray Mill will provide trash bags, trash cans and recycling bins for your use.

Alcohol Policy: client initial: _____

Due to the nature of the site (pond, dam, bridge, creek, historic buildings), Murray's Mill limits the amount of alcohol allowed at an event. Only beer and wine are allowed on site with the exception of a champagne toast for wedding events. No liquor is allowed on site. No cash bars are allowed.

The conduct of your guests is your responsibility.

Weather:

Murray's Mill does not provide an inside location in case of inclement weather. If your event does not take place due to inclement weather, Murray's Mill will refund you the security deposit, but not the rental fee.

Recommendations:

Murray's Mill has worked with a number of local service providers over the years. The following list is just suggestions of businesses who have set-up at the site before.

- ❖ Tents, tables, chairs: It's My Party Rentals, Hickory, NC, 828-267-2789
- ❖ Catering: Boxcar Grille, Claremont, NC, 828-459-9287

Murray's Mill Rental Agreement

1489 Murray's Mill Rd
Catawba, North Carolina 28609
(828)241-4299 or (828)465-0383
www.catawbahistory.org

Murray's Mill Facility Agreement

Client Name: _____

Address: _____

City/State Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Type of Function: _____

Event Date: _____ Number Attending: _____

On-site Location: _____

Set-Up Time: _____ Event Time: _____ Ending Time: _____

Rehearsal Required: Yes ___ No ___ Date: _____ Time: _____

Site Locations/Fees:

____ Site Rental \$ 200.00 _____

____ Parking for over 100 \$ 150.00 _____

TOTAL COSTS: \$ _____

Security Deposit: Amount: _____ Date: _____ Received By: _____

Balance of Rental Fee: Amount: _____ Date Due: _____ Received By: _____

Certificate of Insurance: Company: _____ Date Received: _____
Received By: _____

Murray's Mill Rental Agreement

Murray's Mill Event Check list – Event Date: _____ Time: _____

Service Providers

Event Planner: Name: _____ Telephone: _____

Caterer: Name: _____ Telephone: _____

Bar Tender: Name: _____

Photographer: Name: _____

Florist: Name: _____ Telephone: _____

Rental Company: Name: _____ Telephone: _____

Tent Size: _____ # of Tables/Chairs: _____

Insurance Provider: Name: _____ Telephone: _____

Parking Attendants: Names: _____

Police: Officer: _____

Projected Amount of Parking Required: _____

Lighting: Flame Luminaries: _____

CCHA Staff Member Assigned to Event: _____

Agent Representing Client to Coordinate:

Set-Up: _____ Telephone: _____

Take Down: _____ Telephone: _____

I submit this information to Murray's Mill stating that it is correct. If any changes are made or updated I will contact Murray's Mill immediately.

Client Signature: _____ Date: _____

HACC Staff Signature: _____ Date: _____

The HACC thanks you for your compliance with these guidelines for use of our historic site. Any violation of these guidelines is grounds for removal from the property and no refunds will be given. If you have any questions please contact the office at (828)465-0383.

I, _____, have read and understand these guidelines and will comply with everything stated in this packet. I wish to reserve date(s) listed on page 1 and page 2 for the function described and I understand the above fees may change if I should add any additional services. The agreement is not approved until HACC staff co-signs the agreement and I have fulfilled all requirements outlined in the guidelines. I understand that _____ (the balance of my deposit) is due by _____ in order to rent the site. Failure to pay will result in the event being canceled.

Signed: _____

Date: _____

HACC Staff: _____

Date: _____

Map of Murray's Mill land and buildings.

