



Harper House/Hickory History Center Rental Agreement

2018

310 North Center Street
Hickory, North Carolina 28601
(828)324-7294 (Thurs.- Sat.)
(828)465-0383 (Tues.-Wed.)
www.catawbahistory.org

We are pleased that you are interested in holding your function at Harper House/Hickory History Center in Hickory, 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 fees we charge for the use of the buildings and the grounds help defray our direct staff costs, as well as the preservation and maintenance of the site, and to enhance educational interpretation and cultural programming.

The following document is a compilation of the most frequently asked questions, but feel free to contact our office at (828) 465-0383 or (828) 324-7294. You may also contact us via email: ccharperhouse@gmail.com should you have any further questions or require clarification.

Facilities:

Rental of Harper House/HHC includes usage of:

- ❖ **Lyerly House:** Historic 1912 Craftsman-style house next door to Harper. Perfect indoor venue for small parties, showers, or weddings. Restrooms are available downstairs. A covered porch extends the party outdoors. Features a docent's complex with modern amenities.
- ❖ **Event Garden:** Landscaped lawn space directly in front of Lyerly House ideal for an outdoor wedding. Electrical outlets are available.
- ❖ **Carriage House:** Can be used as a changing room or for storage. Restroom is available inside.
- ❖ **Harper House:** 1887 Queen Anne Style Victorian house serves as the perfect backdrop for outdoor photos. This house is not available for indoor rentals.
- ❖ **Harper House Stage Area:** Cement pad complete with electrical outlets for an outdoor event.
- ❖ **Harper House Porch:** Porch area may be utilized for an outdoor event.
- ❖ **Harper House Gardens:** Harper House has a butterfly garden and boxwood garden on the property, available for use during an outdoor event.

- ❖ Must notify appropriate CCHA staff which interior rooms or locations on the grounds you plan to utilize.
- ❖ During regular business hours, CCHA will continue hourly tour rotations. If this will disrupt your private event, you may discuss alternatives with the Executive Director for an additional fee.

Fee Schedule (Per 3-hour increment)

Pricing client initial: _____

Harper House/Hickory History Center is contracted in 3-hour increments at a charge of \$275.00 from Thursdays - Saturdays. An additional charge of \$75.00 per hour will be incurred for any overage beyond the initially agreed upon time frame. This pricing includes the use of the facility before and after the event; therefore, be sure to take into consideration time to be spent both setting up and breaking down the event.

For events taking place on Sundays - Wednesdays, the charge will be \$350 for a 3-hour increment. An additional charge of \$75.00 per hour will be incurred for any overage beyond the initially agreed upon time frame.

Payments and Deposits

Please note that a security deposit of \$250 is required when booking. The balance is due within one month of the event. The \$250 security deposit will be returned to you within 10 business days after the event if the site has been sufficiently cleaned up following the event. All checks are to be made out to the Catawba County Historical Association.

Lyerly House is furnished with a limited amount of tables and chairs. For a complete list of what is available, please contact the CCHA staff. If your party would like a guided tour of Harper House, there is an additional charge of \$5.35 per person, or \$10.70 per person if the event is taking place after regular business hours. Due to preservation concerns, tour size may be limited. For further guidelines, see the preservation agreement below.

Insurance client initial: _____

CCHA requires that you have a \$1,000,000 liability insurance policy covering the 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 CCHA, on behalf of any insurer providing Comprehensive General and Automobile Liability insurance to either Renter or CCHA 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 CCHA by virtue of the payment of any loss under such insurance.

Insurance may be purchased through a carrier of your choice or through CCHA's insurance carrier, Markel American Insurance Company. Please visit the website: <http://www.markeleventinsurance.com/> and click Prices range from \$100 to \$200.

Catawba County Historical Association Preservation Agreement

The Catawba County Historical Association (CCHA) was incorporated in 1949 to preserve and interpret the rich heritage of Catawba County, North Carolina. The CCHA is a not-for-profit, tax-exempt 501(c)3 corporation and is governed by a board of trustees. The CCHA 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.

Tents, Furniture and Equipment:

CCHA provides a limited number of tables and chairs. If additional 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 CCHA 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 and sprinkler system. Appointment must be made with CCHA to go over utility locations, and a staff member must be present when tent is set up.
- ❖ Tents with any electrical wiring require an inspection by the Catawba Fire Department and a copy of their permit must be filed with CCHA 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 CCHA facilities for a wedding ceremony includes use of the facility before the event in 3 hour increments, as listed above. Please make arrangements for the time and date when registering the event. CCHA will not hold the time unless requested.

Photographs:

Photographs may be taken on the grounds and on the rented porch areas. Photographs inside and other areas should be discussed with CCHA staff on a situational basis.

Parking:

Parking is very limited, as there are only nine parking spaces on site. Street parking is available in the neighborhood adjacent to the property and other arrangements can be made for larger events. Refer to CCHA staff for possibilities.

Smoking:

There is no smoking allowed on Historical Association property, indoors or across the grounds. The client is responsible for the compliance of their guests.

Restrooms:

Restrooms are located in the basement of Lyerly House (Hickory History Center).

Music:

Any special arrangements for band setup must be arranged at least two weeks prior to the event. All music must be ended by 9pm due to city noise restrictions and consideration for Harper House's neighbors.

Decorations:

We hope that the natural beauty of Harper House/HHC 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:

- ❖ Review your decorating plans with your assigned CCHA staff member prior to the event.
- ❖ No tape, tacks, or nails may be used on the buildings, bridges or signs.
- ❖ 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 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.
- ❖ No form of open flame is allowed. This includes but is not limited to: luminaries, candles, lamps, etc.
- ❖ CCHA is not responsible for the damage or loss of any decorations brought onto the site.

Caterers:

The CCHA does not currently have a restricted list of caterers.

Clean-up:

Clean-up must be done on the day of your event, unless special arrangements are made with CCHA staff. CCHA is not responsible for items left in an unsecured location overnight. A City of Hickory trash receptacle is available on site for your use; getting trash to the receptacle is your responsibility. CCHA will provide trash cans (but not trash bags) for your use. In the event that on site receptacles will not hold all of your trash, you are responsible for its removal off site.

Alcohol Policy: client initial: _____

Beer and wine can be served on site, as well as a champagne toast for wedding events. A liquor license is required to serve hard liquor. *Due to ABC restrictions, no cash bars are allowed.* Bartender is responsible for compliance with all state and federal laws. The conduct of your guests is your responsibility. *Should you choose to serve alcohol your rider insurance policy will require an additional fee.*

Catawba County Historical Association Rental Contract

Client Name: _____

Address: _____

City/State Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Type of Function: _____

Event Date: _____ Number Attending: _____

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

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

Security Deposit: Amount: \$250.00 Date: _____ Received By: _____

Rental 50% Payment Amount: _____ Date: _____ Received By: _____

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

Insurance Fee: Amount: _____ Date Due: _____ Received By: _____

Catawba County Historical Association Rental Contract

Harper House Event Checklist – Event Date: _____ Time: _____

Service Providers

Event Planner: Name: _____ Telephone: _____

Caterer: Name: _____ Telephone: _____

Bartender: Name: _____

Photographer: Name: _____

Florist: Name: _____ Telephone: _____

Rental Company: Name: _____ Telephone: _____

Tent Size: _____ # of Tables/Chairs: _____

Parking Attendants: Names: _____

Police: Officer: _____

Projected Amount of Parking Required: _____

Lighting: Flood Lights: _____ Tent Lights: _____ Luminaries: _____

CCHA Staff Member Assigned to Event: _____

Agent Representing Client to Coordinate:

Set-Up: _____ Telephone: _____

Take Down: _____ Telephone: _____

I submit this information to CCHA stating that it is correct. If any changes are made or updated I will contact CCHA staff immediately.

Client Signature: _____ **Date:** _____

CCHA Staff Signature: _____ **Date:** _____

Cancellation Policy

The CCHA will only accept a written and signed notice of cancellation up to four weeks prior to the event and any payments made will be refunded.

Name and Address where refund check will be sent: _____

The CCHA 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 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 CCHA 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: _____

CCHA Staff: _____

Date: _____