



Phone 919-833-3431, fax 919-833-9431, Email: joellane@bellsouth.net, Web Site: joellane.org
Physical address: 160 S. St. Mary's St., Raleigh NC 27603

Exhibit A

Rules for Rentals

We at Joel Lane Museum House, Inc. (JLMH, Inc.) are delighted that you are considering the Joel Lane Museum House historic site for your special event. We treasure our charming house which was built in 1769 and the gardens and hope that you and your guests will treat it with the care and respect that are required to preserve such an old property.

The Visitors Center, circa 1840, is available for rental to groups of no more than 20. Rental of the grounds allows a maximum of 125 guests. The 1769 and 1790 buildings are not open for events and are available only for tours at an additional charge as listed below.

Price: The minimum rental fee is \$300 for four hours for events that end and vacate the premises by 5:00 pm. Events that last beyond that time carry a minimum rental fee of \$600 for four hours. Additional hours are available at \$125 per hour. Any hours or partial hour beyond the contracted time will be billed at \$225 per hour, so please plan accordingly. The contracted hours include all the time you or your representatives are on the premises on the day(s) of the event and include both set up and clean up time.

Rental Agreement: Must be signed and received by JLMH Inc. at least one month prior to the event. To reserve the JLMH, security deposit and rental fee are due at rental agreement signing.

Payment in Full: Due upon signing rental agreement, at least one month prior to event date.

Security Deposit: \$200 security deposit is due at time of rental agreement signing. If the premises and property are returned in the same condition as when rented, including proper cleaning, the security deposit will be refunded by U. S. mail within two weeks after the event. The cost of any cleaning or repairs deemed necessary by JLMH, Inc. will be deducted from the security deposit. A preliminary walk through for damages shall be conducted after the event has ended, and a final one may follow on the next business day during daylight hours.

Cancellation: If cancelled less than seven (7) days prior to the event, 50% of the rental fee is non-refundable. If cancelled less than three days prior to the event, the entire rental fee is non-refundable. In the event of cancellation prior to the event, security deposit will be _____Initial _____Initial

refunded in full. Any refunds shall be sent by U. S. Mail within 2 weeks after the event date.

Restrooms: Please plan to rent an adequate number of port-a-johns if your party includes more than 30 people. There is just one unisex restroom on the site. Port-a-johns may be delivered up to 24 hours prior to start of event and must be removed within 24 hours of end of event unless prior written approval is obtained.

Tent: A 10' by 20' tent is available for additional \$100 rental fee. If Lessee rents a tent from another vendor, the tent may be set up no more than 24 hours prior to the event unless prior written approval is obtained. The tent must be taken down within 24 hours of the completion of the event. Rent JLMH tent Yes ___ No _____. Other Vendor tent Yes ___ No _____.

Table and Chair Rental: JLMH has a limited number of tables and chairs that may be rented for use on the premises. Fees are \$5 per table and \$1 per chair. Want to rent _____ tables, _____ chairs for a total fee of _____.

Capacity: No more than 20 people if renting just the Visitors Center; 125 people if renting the grounds. Tent rental is recommended for outdoor events in case of inclement weather.

Caterer: Caterer must meet with JLMH staff to discuss set up, staging, trash removal, and furniture arrangement at least two weeks prior to the event. No beverage fountains are allowed in the Visitors Center.

Personnel: There will always be an agent on site whose function is solely to represent the JLMH to ensure that the rules and regulations are followed. He/ she will be on the property at all times during the event. He/she may not assist Lessee with party arrangements.

Tours: Since additional personnel are required to offer tours of the historic properties, they must be scheduled in advance, and the rate is based on the size of your group. If there are 20 or fewer in your group, the additional fee is \$75; 21-40, \$125; 41-60 \$175; 61-100 \$225, 101-125, \$275.

Alcoholic Beverages: If alcoholic beverages will be served/permitted, lessee must obtain a Limited Special Occasion Permit from the N. C. Alcoholic Beverage Control Board. Copy of approved permit is due to JLMH two weeks prior to the event or event will be cancelled. Alcoholic beverages will _____ will not _____ be served/permitted.

Time Limit: The property must be vacated by 11 pm. Please schedule your event so that clean up is completed by that time.

Certificate of Insurance: Lessee shall deliver to JLMH a Certificate of Insurance with Joel Lane Museum House, Inc. as additional insured which confirms that Lessee has secured liability insurance which would cover the event, including liability for loss or injury _____ Initial _____ Initial

resulting from alcohol consumption. The policy shall cover not less than \$1,000,000 for property damage and \$1,000,000 for bodily injury, or \$1,000,000 combined single limit.

Deadline: If a signed copy of these Rules, Rental Agreement, and payment in full of all fees and deposits are not received by JLMH at least one month prior to the event, JLMH reserves the right to cancel the event. If copies of the Certificate of Insurance naming JLMH, Inc, as loss payee and a copy of approved Limited Special Occasion Permit issued by the NC Alcoholic Beverage Control Board (if alcoholic beverages will be served/permitted) are not received two (2) weeks prior to the event, you will be notified that the event is cancelled.

Number of Guests: We expect _____ (number of guests) to attend our event.

Additional Rules:

No smoking or illegal drugs are allowed anywhere in the buildings or on the grounds.

No cooking allowed on the premises. (Re-heating only, and oven space is limited.)

No birdseed or rice in any building or on the grounds.

No lighted candles inside any building.

No amplified music allowed. The site is located in a residential neighborhood, with condos only a few feet from the garden.

No picking of flowers, fruit, greenery or herbs from the gardens.

No stepping in the plant beds.

No furniture in the historic buildings can be taken outside. Furniture to be brought in must be approved.

Anything left on the premises after end of the event will be at Lessee's own risk.

Lessee is responsible for all arrangements with equipment rental companies, caterers, musicians, florists, etc.

Please instruct guests accordingly. Lessee is responsible for their actions.

_____Initial _____Initial

Please provide names and contact information for:

Caterer _____

Florist _____

Musicians _____

Other _____

Your contact information:

Name _____

Name _____

Address _____

Address _____

City, State, Zip _____

City, State, Zip _____

Phone: day _____ evening _____

Phone: day _____ evening _____

Email address: _____

Email address: _____

_____ Initial _____ Initial