

# Vineland Station

## Rules and guidelines

PO Box 2087 Whiteville, North Carolina 28472

Revised 1-26-2010

### Before your event:

- Please read this information carefully so that there is no misunderstanding of what is expected.
- Enclosed you will find your rental contract. Check the contract for fees, dates, etc. Keep 1 copy for your records and sign 1 copy and return.
- Review the security officer information closely. Many events must have security, including uniformed security with arrest authority. You are in charge of lining up security. Security will be required at the discretion of Vineland Station, but users should expect to use security any time there is a night event where alcohol is served. If security is required but the security officer does not appear at the event, the event is subject to immediate cancellation by Vineland Station.
- Review the caterer information. It is your responsibility to make sure your caterer knows the rules and their responsibilities.
- Review the decorating guidelines. Please help ensure the integrity of this historic property by understanding all decorating rules.
- If your event will serve spirituous liquors you must have an ABC permit. The state charges a \$50 fee for the permit, which can be obtained online. Please have your permit on hand at the event. Serving beer and wine does not require a permit but selling, brown bagging and charging admission does.
- Evening events must end by 1 a.m. Security officers are required to see that events end by 1 a.m. Events that run beyond 1 a.m. will be charged an additional \$250.

*Important numbers: Faye Smith, Event Coordinator, 910-840-2928 (cell) 640-2030 (h)*

*Ronnie Smith, Building custodian, 840-9511.*

*Please feel free to call if you have questions or need further information.*

# Vineland Station

## General Information

### Rates

- Weekday civic and non-profits \$25/hour, two-hour minimum.
- Weekday profit or commercial \$50/hour, two-hour minimum.
- Per-hour rentals can expect a minimum one-hour set-up and/or take down clean-up fee, depending on time spent by the Vineland maintenance staff to accomplish either or both tasks.
- For the main room, Friday, Saturday and Sunday private events are \$700 and \$600 for civic-oriented events.
- Weekend fee includes general clean-up and set-up and take down of table and chairs (for catered events, caterers must follow caterers rules listed in the contract).
- Items brought into the depot (decorations, etc., must be removed the same day, or they are subject to be disposed of).
- For the history gallery, hourly rates listed above apply. The cost to add use of the history gallery during an event in the main room is \$100.
- Use of the PA system is \$35. If the stage must be removed from the building, renters are required to provide the manpower to move it (Vineland Station has only one maintenance person). Renters must move it back to its original position. The cost is \$75 if the stage is not put back in place when the event has ended. If the stage is moved within the building from one spot to another, it must be put back in its original position or there will be a \$50 charge.
- Renters who need use of the building the day before for decorating may do so if the building is not rented. The rate is \$15 per hour. This time is available only if the building is not rented on that day. To guarantee availability the day before, a two-day rental is required. The cost is \$1,000.

### CONTRACT FOR USE

All persons and/or organizations reserving space must sign a contract. The contract is made after a deposit is received. The user and Vineland Station must fully execute the contract prior to the user advertising in any way, selling tickets to the event, or using the space.

### DENIAL OF USE

The executive director, in consultation with the board of directors of Vineland Station, may deny use of the facility for any one of the following reasons:

- The user cannot or will not meet one or more obligations of facility use.
- The event or use is or will obviously be in violation of laws or ordinances, or is likely to cause severe damage to the building or injury to individuals.
- The potential user has repeatedly made then canceled reservations.
- The user has longstanding and unfulfilled financial obligations to Vineland Station.
- The user has previously broken Vineland Station rules, county or state laws or both.

## **EVENT CANCELLATION**

- Once a contract has been signed and deposit received, the individual or organization signing the contract may cancel an event only upon written notice to Vineland station. Notice must be acknowledged by Vineland Station to be valid.
- Vineland Station may terminate a reservation if it determines one or more of the following:
  - the space is not useable due to circumstances beyond the control of Vineland Station, such as damage to the facility.
  - the user cannot or will not meet one or more of the obligations of facility use, as defined in these policies and/or rental contract and/or the rental agreement between the user and Vineland Station.
  - in consultation with the board of directors of Vineland Station, the Executive Director of Vineland Station determines that the event or use is, or will be, obviously in violation of laws or ordinances; or is likely to cause damage to the facility or injury to individuals.

## **REFUNDS**

- User will receive 75 percent of fees paid when giving Vineland Station written notice before end of six months from event date.
- User will receive 50 percent of fees paid when giving Vineland Station written notice before end of three months from event date.
- User will not receive a refund for rental with less than 3 months notice.

## **ACCOMMODATIONS**

Vineland Station can seat up to 300 inside. Capacity with tables is 185. Tables and chairs will be available. Fees include set-up and take down. Standing capacity is 400.

## **SMOKING**

- Smoking is not permitted anywhere inside the building.
- Smoking is permitted outside in designated areas only.
- Guests or persons hired by the renter who continue to smoke in unauthorized areas are subject to immediate removal by security officers or the event staff.

## **ANIMALS**

- No animals are allowed into the Vineland Station, except for those trained to assist disabled persons.

## **ADDITIONAL INSURANCE**

- Additional insurance, naming Vineland Station and its board of directors as additional co-insured, is required by our insurance carrier for certain events.

## **INCLEMENT WEATHER**

- If an event is cancelled due to inclement weather, Vineland Station will make every reasonable effort to reschedule the cancelled event.
- Vineland Station shall not be held liable for losses incurred by the user/renter due to cancellation.

## **SUPERVISION OF MINORS**

- Activities involving minors must have appropriate, ongoing, on-site supervision by a suitable number of responsible adults.

## **PERSONAL PROPERTY/INJURY**

- Vineland Station assumes no responsibility, legally or financially, for any personal property brought into the facility.
- Vineland Station assumes no responsibility, legally or financially, for any injuries to renter, guests or agent hired by the renter.

## SECURITY

- Arrangement for and costs of security officers will be the responsibility of the user/renter.
- Vineland Station reserves the right to approve security officers hired by renter. For some events, uniform officers with arrest authority in the city will be required. Security officers must wear appropriate attire.

## LEGAL ORDINANCES

- User agrees to abide by all pertinent local, state, and federal laws and ordinances.

## CATERERS HIRED BY RENTER

- It is the responsibility of the renter/user to inform the caterer of CATERER'S RESPONSIBILITIES.
- All caterers must register with Vineland Station prior to event.

## CLEAN-UP

The following are minimal clean-up standards. (Please see **CATERER'S RESPONSIBILITIES** for additional information) Excessive clean up or damage to the facility and/or its furnishings will be billed to the user at cost. Abuse of the facility by a user or his/her agent (caterer, florist, etc.) may result in the loss of that privilege for both the user and his/or her agent.

- **ALL** trash must be removed from the building and placed in the proper receptacles. This includes trash in the catering kitchen in addition to areas rented/used. If trash is not removed, user agrees to pay a trash removal fee of \$50 in addition to the rental fees.
- **ALL materials brought into the facility must be removed immediately after the event, unless otherwise approved by the Vineland Station staff prior to the event.** This includes decorations, food/beverages, signs/banners, kegs, etc. Items not removed immediately are subject to a penalty for their return or will be disposed of at the discretion of the Vineland Station.

## **ALCOHOLIC BEVERAGES – PERMIT INFORMATION**

- **SERVING** only beer, wine or champagne does not require an ABC permit, but **SELLING or BROWN BAGGING** does.
- **SERVING, SELLING OR BROWN BAGGING** spirituous liquor **DOES** require a permit.
- Vineland Station **MUST** receive a copy of the appropriate permit 24 hours prior to event or no alcohol will be permitted.

## **FACILITY ACCESS**

- Renter has access to facility during the day of the event.
- At the discretion of the Vineland Station staff, renters may have access to facility prior to event.

### **NOTE:**

**It is the express responsibility of the user to explain these policies and restrictions to any caterer, band, decorator, performer, etc. which the user brings into the Vineland Station.**

# Vineland Station Events Center

Please Review and Give to Caterer

## CATERER'S RESPONSIBILITIES

### PRIOR TO EVENT:

- A refundable **Damage Deposit** of \$100 must be recorded by the Vineland Station office a minimum of three (3) days before the event is held. Deposit will be returned upon successful inspection by event staff following event. Caterers may make one annual deposit if they choose.
- Vineland Station will not be responsible for checking in rental items delivered to the Station prior to an event. Items may be delivered one day prior to an event (if no other event is scheduled) and must be picked up the day following an event. It is preferable for items to be delivered and removed the day of event.

### DURING EVENT:

- **Vehicles should not drive on or be parked on the sidewalk. Caterers should park along the railroad track on the south side of the building, accessing the area from Madison Street at the tracks. The caterers' door on the south side should be used by caterers, not the main door.**
- All trash should be placed in the dumpster as soon as bags are removed from garbage cans. No trash will be allowed to accumulate outside the kitchen door. At end of event, trash cans should be wheeled to dumpster and rinsed out with water.

### AFTER EVENT:

- Remove all items from refrigerator and freezer and wipe out
- Wipe out all ovens and remove any burnt foods, grease, etc.
- Remove all items brought into station
- Wipe down all counters, carts, and racks
- Kitchen floor must be clean
- Kitchen sinks should be cleaned
- Any remaining garbage should be placed in the dumpster
- Contact staff to determine a location where rental items can be stored until pick-up.

# Vineland Station Events Center

## DECORATING GUIDELINES

The Vineland Station is an historic building. In order to ensure the continued protection of the building, Vineland Station has developed DECORATING GUIDELINES. Strict adherence is required. User must supply labor for transport, setup and removal of items other than those supplied by Vineland Station.

### GENERAL

- No tape, staples or nails may be used to attach decorations to any surface of the building.
- Banners, signs, balloons, etc. may be tied or hung from the posts or beams.
- If plants or flower arrangements are placed on any interior wood surface, a clear plastic saucer or plate must be used to protect the wood.
- Any items attached to light fixtures, door knobs, etc., should be tied with ribbon, pipe cleaners or some similar soft material that will not scratch the finish.
- Decorating is the sole responsibility of the renter and Vineland Station is not responsible for any damage or theft of decorations.

### CANDLES

#### Windowsills

- Votives (in glass or metal holder) or columns (in holder and surrounded by hurricane globe) are allowed. Candles MUST be lower than holder or hurricane.
- No candles are allowed in the restrooms.
- Battery operated candles can be used anywhere in the Station, except restrooms. Tables (any)
- Any candles used on any table must be placed on a glass or mirror tile
- Votives (in glass or metal holder) and tapers or columns (in holders and surrounded by hurricane globe) are allowed. Candles MUST be lower than holder or hurricane.
- All "floating candles" must be placed on glass or mirrored tiles.
- No luminaries.

The staff of Vineland Station will be happy to talk with you about decorating ideas.

# Vineland Station Events Center

## SECURITY OFFICER RESPONSIBILITIES

### **GENERAL:**

- Security officers may be required to have arresting authority in Whiteville.
- Security officers must arrive a minimum of 15 minutes before event is scheduled to begin
- Upon arrival, security officers should check in with event staff
- Security officers are expected to patrol the Vineland Station building and grounds during the event and not participate in the event.
- Security officers are expected to be readily identified during the event

### **RESPONSIBILITIES DURING EVENT:**

- Assist guests with parking and direct to designated lots.
- Support event staff if situations arise where individuals become unruly or disruptive. The Vineland Station is private property and anyone loitering should be asked to leave.

### **AFTER THE EVENT:**

- Security officers are expected to monitor or escort guests to their cars until all guests have left the premises.
- Before leaving, notify event staff of pending departure.