



## TOBACCO FARM LIFE MUSEUM

*"Preserving a Heritage and Celebrating a Way of Life"*

Hwy 301 North ▪ P.O. Box 88 ▪ Kenly, North Carolina 27542

919-284-3431 ▪ Fax 919-284-9788 ▪ [www.tobaccofarmlifemuseum.org](http://www.tobaccofarmlifemuseum.org)

### FACILITY USAGE DESCRIPTIONS

Our mission is to preserve and present the history and heritage of North Carolina's rural farming community. The Museum offers its grounds and facilities for event rentals in order to offer our community a unique meeting and gathering place where you can make memories with your family, friends, or group.

Our venue is a perfect spot for life's important moments such as birthday parties, baby showers, bridal showers, weddings, family reunions, and more.

Our 4.5 acres of land and 7 historic buildings also offer a great backdrop for photographs of all kinds including family, graduation, maternity, and bridal portraits.



### Options Available

The museum is pleased to offer you a variety of options while planning your event. The below are our available rental spaces, some of which can be combined to create a package that is just right for your event.

- **Packhouse** This area has space for no more than 40 people and includes access to a sink and stove. This outdoor recreation of a traditional packhouse offers a rustic ambiance and a historic feel sure to add a little something to your event. This space has counter space for setting up a buffet-style meal and can be used in conjunction with the Back Garden space.





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- **Lobby** This indoor option is for those needing space to accommodate a small group. This room is within the main museum building and can accommodate a maximum of 40 people. This space includes access to a smart TV and WiFi internet that can be used to play videos, photo slideshows, or music. The Lobby space can be used alone for a catered lunch, meeting, small shower or party, and can be used in conjunction with other spaces. It works well for a buffet set-up for guests to take their plates to our outdoor seating in the Front Stage area.
- **Front Stage** This space works well for events featuring live music or performances and includes the covered stage, the picnic tables, front benches, and use of the museum's porch with rocking chairs. This area can be rented in conjunction with the museum's lobby area.
- **Back Garden** This open green space is great for outdoor events. Near the back of the Museum's property it offers privacy and ambiance near the historic buildings, but is out of the path of museum visitors. This space can be rented in conjunction with the Packhouse.
- **Entire Museum Grounds** Our 4.5 acres of grounds are full of pine trees and historic buildings, offering several options for backdrops to outdoor ceremonies including the porch of our historic homestead. Rental of the grounds includes use of the picnic tables, front stage area, the museum's front porch with rocking chairs, as well as space for tables and chairs behind the museum as well in the back garden. The grounds offer enough space for events with up to 250 guests.





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### Amenities Available for All Rentals

- **Restrooms:** There are men's and women's restroom facilities located on the outside wall of the main museum building. These facilities will remain open for use when ANY part of the site is rented, including Packhouse or grounds-only events. These restrooms are conveniently located with direct access from the outside.
- **Tables--** 15 outdoor picnic tables, 2 six-foot tables and 6 eight-foot tables
- **Chairs -** 30 folding chairs, 9 outdoor benches
- **Guest Access to the Museum's Exhibits and Historic Buildings (for rentals that take place during Museum Business Hours)**
- **Museum Staff On-Site For Duration of Rental**
- **Speaker's Podium**
- **Parking**

### See the Rental Agreement for More Information and All Rental Policies

Each event is special and unique so contact us to discuss your event, take a tour of our facilities, or reserve your date.

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## EVENT RENTAL AGREEMENT TERMS AND CONDITIONS OF USE

This agreement, made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_\_, by and between the Tobacco Farm Life Museum, hereinafter referred to as the Property Owner, and \_\_\_\_\_, hereinafter referred to as the Renter:

Name of Renter: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_

Organization Address (if applicable): \_\_\_\_\_

Organization Telephone (if applicable): \_\_\_\_\_

Organization Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Organization Fed ID# (if applicable): \_\_\_\_\_

Person Responsible for Payment: \_\_\_\_\_ Payment Contact Telephone : \_\_\_\_\_

Payment by: \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card (Circle One: MC V )

**1. This contract is for the following space(s):**

Lobby ( ) Packhouse ( ) Front Stage ( ) Back Garden ( )

**2. Day, Date, and Time of Event:**

Day \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_ till \_\_\_\_\_ a total of \_\_\_\_\_ hours.

**3. Description of Event**

Performance Event \_\_\_\_\_ Reception \_\_\_\_\_ Banquet \_\_\_\_\_ Fundraiser \_\_\_\_\_

Meeting/Conference \_\_\_\_\_ Party/Shower \_\_\_\_\_ Other \_\_\_\_\_

Brief description of event: \_\_\_\_\_

**4. Admission**

Estimated attendance \_\_\_\_\_ (Maximum attendance permitted is 100 for either Front Stage or Back Garden. Parties of over 100 must rent entire site grounds--See Wedding Rental Agreement. Each indoor space is limited to 40 people, standing room.)





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### 5. Catering

Catered Event Yes \_\_\_\_\_ No \_\_\_\_\_

Caterer contact information \_\_\_\_\_

### 6. Base Use Fee Rental Rates:

Each rental space on the grounds, as indicated above, is \$25 with a minimum of 2 hours rental time.

Rentals of the spaces outside of the Property Owner's regular hours of operations are an additional \$15 per hour.

Prices are good for 6 months from date of contract.

The rental of the public spaces is as they are.

The Property Owner has 30 folding chairs, 15 picnic tables, 9 benches, 2 six-foot tables and 6 eight-foot tables. Please check with the staff to find out what is available for use prior to the event.

The renter is responsible for set up and clean-up of the spaces used and for making sure all benches/tables/chairs are returned to their original location.

\*All events will require a member of the staff to be present. (No guided tours will be available).

\*An extra \$25 shall be added to the event rental fee for every 30 minutes that the Licensee should go over the scheduled event end time.

\*The Museum recommends that an event planner is utilized for large groups.

\*Groups shall be off premises at the end of their rented time, with all clean up completed during rental time.

\*9pm is the latest hour that rentals are available. All guests shall be off the grounds by 10pm.

\*The Museum is open to the Public from 9:30am-5pm Tuesday – Saturday and cannot guarantee public traffic numbers.

\*Rentals during business hours must take place between the hours of 9:30-5:00pm, Tuesday-Saturday. Rentals taking place outside those hours will be considered outside of regular business hours.

\*The Museum hosts public programs every 2<sup>nd</sup> Saturday from 10am – 2pm and the third weekend in June.

\*Sparklers and fire pits are not allowed on the premises.

7. **Deposit, fee and payment schedule:** A deposit of \$50, half of the rental fee and a signed contract is required to reserve your date. A refund of the deposit will be issued the business week following the event, if all conditions of this agreement were met with satisfaction by the Museum Manager/Director. The remaining balance is due two weeks before the event. **A written cancellation notice shall be received by the Museum two weeks prior to the event for a refund to be issued and may be subject to loss of the deposit.**



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8. **Any locked, closed or partitioned areas are off limits to event guests. This includes exhibit spaces. Event guests shall not move, sit or stand on artifacts.** This includes but is not limited to the large wooden barrel outside the bathrooms, rocking chairs/porch swings on the homestead porches, the wagons and sleds under the barn next to the homestead and benches in the school house. If there are any questions, please ask the staff member on-site.
9. **Alcohol of unfortified spirits will be allowed for the event with the following conditions:**
  - A. Only beer, wine or champagne is permitted. No fortified spirits or liquors will be allowed.
  - B. All necessary ABC Commission permits must be procured by the Renter and posted the day of the event.
  - C. Security personnel must be hired by the Licensee/Renter for the duration of the event. For any event over 40 people, 2 security personnel will be required.
  - D. The Licensee must have available designated drivers for any guest to use.
10. Signature of this Rental Agreement constitutes agreement to all terms and conditions of use as outlined in the Tobacco Farm Life Museum Use Policy. **Any non-compliance with policies and/or damages to museum grounds/property will be the responsibility of the renter and subject to a Cost/Damages Fee as appropriate.**

### 11. Warnings

The Museum has several pieces of large and small farm equipment, some with sharp metal edges. We try to keep these items out of public reach, but this may not always be possible. Please be aware that the Museum is not responsible for any harm that may be incurred due to touching or tampering with these items. The Museum will not be responsible for injuries on the grounds due to our natural surroundings. This includes but is not limited to animals, tree roots, ditches or limbs on the grounds. Most of the walkways are clear of these items.

### 12. Directions and Parking

The Tobacco Farm Life Museum is located on Highway 301 in Kenly, NC. Our physical address is 709 North Church Street (also Highway 301), Kenly, NC 27542.

If coming from I-95 exit 107, turn onto Hwy 301 North towards Wilson. 1.5 miles

If coming from 222 turn onto Hwy 301 North towards Wilson. 1 mile

If coming from 264 turn onto Hwy 301 South towards Smithfield. 11 miles

Parking for Buses, Vans, Campers and Trucks is available in the front parking lot next to Hwy 301. General visitor parking is located in the parking lot to the right of the main gallery building.

### 13. Promotion Agreement

The Museum staff or volunteers often take photos of individuals, groups and events on the grounds for the promotion of the Museum. These photos may be seen but are not limited to publication in local newspapers, on our website, social media outlets or on local television. Credit to the group and names of individuals in the group may or may



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not be credited. If this is satisfactory for you and your group please initial in agreement.  
\_\_\_\_\_ (Renter Initials).

## 14. Indemnity

I, the undersigned, agrees to defend, indemnify and save harmless the Tobacco Farm Life Museum, its officers, agents, staff and volunteers each severally and separately, from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of whatsoever kind or nature including, without limitation, any and all direct and indirect costs of defense, made against, or incurred or suffered by any such indemnities as a direct or indirect consequence of injury, sickness or disease, including death, to persons; injury to, or destruction of property, including without limitation, the loss or use of property; or any other cause of action whatsoever arising out of or resulting from this agreement or the use and occupancy of the facility and grounds. This indemnity shall include, without limitation, any and all liabilities, demands, claims, damages, losses, costs and expenses caused, or alleged to have been caused, by any negligence or any other act of the Tobacco Farm Life Museum and its agents.

## 15. Public Safety

Renter agrees that at all times it will conduct its groups activities with full regard to public safety. Renter agrees not to bring onto the premises any material, substance, equipment or object which is likely to constitute a hazard to the property or people thereon without the prior approval of the Executive Director. No illegal substances are allowed on the grounds.

I have read and completely understand the Property Owner's rules and regulations on the proceeding pages. I agree to abide by the rules and regulations listed therein.

Agreed

Renter:

Printed Name: \_\_\_\_\_

Property Owner:

Tobacco Farm Life Museum, Inc.

Signature \_\_\_\_\_

Accepted by: \_\_\_\_\_

Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Organization, if any \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Date \_\_\_\_\_

Deposit Returned \_\_\_\_\_

Date \_\_\_\_\_

Cost/Damages Fee \_\_\_\_\_

Date \_\_\_\_\_