



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

**SMALL 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 (Front Stage/Back Garden).

Parties of over 100 must rent entire site grounds--See Wedding/Large Group Rental Agreement. Each indoor space is limited to 35 people, standing room.)



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

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 \$35 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 \$35 per hour.

Prices are good for 6 months from the 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, cleaning the spaces used and 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.

*9:00 pm is the latest hour that rentals are available. All guests shall be off the grounds by 10:00 pm.

*The Museum is open to the Public from 9:30am-5:00pm 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 2nd Saturday from 10 am – 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.**



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

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 schoolhouse. 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 and 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. Go 1.5 miles and turn left.

If coming from 222 turn onto Hwy 301, North towards Wilson. Go 1 mile and turn left.

If coming from 264 turn onto Hwy 301, South towards Smithfield. Go 11 miles and turn right.

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



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

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 group's 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 preceding pages, and 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 _____