



Private Tea Party at The Lucas Mansion Rental
HIDDENITE ARTS & HERITAGE CENTER

This agreement is between The Hiddenite Arts & Heritage Center and Renter.

Renter's Printed Name/Signature _____
Address _____ City _____
State _____ Zip _____ Telephone _____
Email _____

Date of proposed use: _____
Time to be used: From _____ until _____
Purpose of Tea party: _____
Number of persons attending Tea Party: _____

** If you need to add to your party, we ask that you notify a week in advance to your party so that we can best accommodate you.*

Preferred space to be used for tea party: Check one.

_____ Lucas Mansion 1st floor Porch _____ Lucas Mansion Gazebo
_____ Combination of both (For Large parties)

Please check your food option below: See page 2 for details and options

_____ Food Provided by The Center (\$15 per guest)
_____ Renter using their own caterer (\$10 per guest -Basic tea party option price)
_____ Renter bringing food (\$10 per guest -Basic tea party option price)

If The Center will be providing the food, please list any food allergies:

FEES and CHARGES (Office Use Only)

TOTAL CHARGES \$ _____ Deposit received \$ _____ Date _____



HIDDENITE ARTS & HERITAGE CENTER FACILITY TEA PARTY RENTAL RATES

Lucas Mansion grounds Rental for Tea Party - \$100.00 minimum (10 participant minimum)

Basic Tea party- \$10 per participant

Inclusions: Participants will have the choice of having their event on The Lucas Mansion 1st level porch and/ or The Lucas Mansion Gazebo. All tables, chairs, tablecloths, dishes, and decorations are provided. A guided tour through the Lucas Mansion 1914 Museum is also included!

No food will be provided unless the food add-on option is chosen. All guests will be automatically part of the basic tea party package. Renter will have the choice to select the food add-on to their party for The Center to provide food for an additional \$5 charge per participant.

Decorations are provided by The Center. However, if the renter wishes to use personal decorations for the party, a setup time will be allowed and agreed upon by the renter and Center staff.

Add-on options- Food provided by The Center

The Center’s Menu is seasonal and designed to keep the Tea Party theme. The menu options are available at a rate of an **additional \$5 per person.**

Menu:

Renters will have a choice of 2 tea sandwiches. Please see below and check which 2 sandwich varieties you would like to have available for your party. Everyone will receive one of each of the 2 selections you make.

___ Cherry cream cheese

___ Cucumber

___ Pimento

Seasonal fruit

Petit fours (mini cake bites in a flavor variety)

The beverages available will be tea and water.

Catering- If you chose to use a caterer for your Tea Party, please notify them and keep in mind that we will not have a kitchen available at The Lucas Mansion to accommodate heating or reheating of food, kitchen supplies/paper products, food, etc. There will be an option for you to refrigerate food if needed.

I _____ (renter) agree to the terms and conditions of the rental agreement and by my signature hereon, agree to abide by the guidelines and regulations as outlined in this agreement.

Signature _____(Renter) Date _____

Witness _____(Staff) Date _____

FACILITY USE POLICY - Lucas Mansion

GUIDELINES

1. The Hiddenite Arts & Heritage Center (Center) recognizes the responsibilities for the care and maintenance of its facilities.
2. The Executive Director and designated staff are authorized to approve and schedule the use of Center Facilities by qualifying groups within the rules and regulations of this policy.
3. Use of Center facilities will be scheduled with the priorities given to programs sponsored or produced by the Center.
4. HAHC reserves the right to refuse a rental request at the Center's discretion.
5. Applicants have the right to appeal refusal in writing to the Board of Directors of the Center

FACILITY REGULATIONS

1. One approved person representing the group or organization shall assume responsibility for the group; seeing that all policies, rules, and regulations are followed. The Renter shall assume responsibility for all damage to Center's buildings, equipment, and facilities attributed to Renter's use.
2. **NO SMOKING /VAPING** shall be permitted in the Center's building or on the grounds. Lighted candles and sternos shall not be left unattended.
3. The Hiddenite Arts & Heritage Center will supply all tables and chairs needed during use of facilities as well as our standard tablecloths and decorations unless renter desires to do so.
4. An adult supervisor must be in attendance at all times to be responsible for the care of the facility, confining the group's activities to the rented areas, and vacating the premises at the assigned time, and supervision of any minor children.
5. Cotton batting, straw, flammable tissue, dry leaves, or other highly flammable materials may not be used for decorative purposes.
6. Before leaving the facility, the area used shall be left clean and as it was upon entering with all filled trash cans left to be emptied by our staff.
7. Any additional staff charges will be the responsibility of the renter. Any violation of the Rental Agreement, or complaints will result in additional charges and denial of future approval use of facilities.
8. **NO ALCOHOL USE** permitted in the Center's building or on the grounds.

CONDITIONS AND REQUIREMENTS FOR USE:

1. A **non-refundable deposit of \$25** is required with rental agreement within 2 weeks of the date of request. Unpaid deposits will not be considered confirmed. The receipt of this signed agreement and your \$25 deposit will secure your reservation. On the day of event, staff will meet the renter to open the facility.
2. The remaining balance and any additional charges will be due on the day of event.
3. Renter should inspect the rented area before and after usage to determine the condition of the facility.
4. Having received and agreed to Facility Use Policy of the Hiddenite Arts & Heritage Center, the individual and/or organization making such request will assume full responsibility for any damage done to Center property and/or equipment by any participant in the Renter's activity during the period of usage. Said person will be responsible if local law enforcement is notified of any problems.
5. The renting individual/organization will assume full responsibility for any injury or possible fatality suffered by any of the participants in the Renter's activity. Center is not liable and is held harmless for any Covid19 infections that may occur before, during or after rental. Renter is responsible for adherence to Covid and other infectious disease guidelines in place at the time of rental.
6. The undersigned states that the individual and/or organization requesting rental has general liability insurance in force.
7. Breaking this contract may result in charges by local law enforcement.