



## BENNETT PLACE STATE HISTORIC SITE RENTAL POLICY

**Bennett Place does not have any indoor facilities to rent.**

**Bennett Place is open to the public from 9:00 am to 5:00 pm Tuesday through Saturday.**

### **Daytime Rate (during operating hours):**

Commercial – Theater – not available  
Picnic Area Only - \$75.00  
Non-profit – Theater – not available  
Picnic Area Only - \$50.00

### **Evening Rate (after normal operating hours):**

Commercial – Theater - \$150.00  
Historic Area Grounds - \$500.00  
Picnic Area Grounds - \$100.00  
Non-profit – Theater - \$75.00  
Historic Area Grounds - \$350.00  
Picnic Area Grounds - \$75.00

Grounds capacity: minimum number of guests – 35  
maximum number of guests – 250

Theater capacity: minimum number of guests – 10  
maximum number of guests – 40

Maximum time to hold an event/meeting is 3 hours. An additional charge will be incurred for extended time at the rate of \$75.00 per hour.

All rentals require a 50% deposit to reserve a space at least 60 days in advance of the rental. This is non-refundable and is part of the fee itself. A separate, refundable security deposit of \$75 is also required at the time of the reservation and will be mailed back to the renter on the next business day following the event if all rules and regulations were followed. Rental reservation will not be completed until the down payment is submitted. ***The remainder of the fee is due at least 15 days before the event. Failure to pay remainder of fee by this date will result in the cancellation of the scheduled event.***

**Payment**

Bennett Place Historic Site accepts cash, check, and credit card payments (Visa, MasterCard, Discover, and American Express. If you wish to pay by check, please make out the check to “Bennett Place State Historic Site”.

**Photography Sessions**

No fee is charged for photography sessions taken during operating hours but there is a suggested donation of at least \$20. All parties are expected to abide by all Historic Sites Rules and Regulations during the photo shoot. Failure to do so will result in immediate termination of photo session. Please call the site at least one week in advance to make sure that no special events or school group tours are being held while you wish to have your photography session.

After hours’ photography sessions, may be held at a rate of \$30 per hour. All after hours’ sessions may be booked at least 15 days in advance and scheduling is subject to staff availability. Photo sessions may not be scheduled on days that the site is not open to the public. Payment is due before the session can be held. All parties are expected to abide by all Historic Sites Rules and Regulations during the photo shoot. Failure to do so will result in immediate termination of photo session.

# BENNETT PLACE STATE HISTORIC SITE

## TERMS OF CONDITIONS FOR RENTALS

### 1. Permission for Rental Events

Anyone wishing to hold an event must complete an Activity Permit Form at least 60 days prior to the event. The location of the event and all equipment needs must be approved by the site manager. **No activity will be considered an approved event until final approval is given by the site manager.**

### 2. Cancellations and Return of Deposit

A written notice of cancellation must be provided at least **30 days prior** to an event in order to receive a refund of the down payment. All paid fees will be refunded if an event is cancelled due to the site being closed for severe weather or other conditions beyond the control of the site staff.

### 3. Site Hours and Public Access

The site is open to the general public 9:00am to 5:00pm, Tuesday-Saturday. **Events held during normal operating hours are limited to the picnic area. The historic area will NOT be available.** Evening rental events may be held after 5:00pm Tuesday-Saturday. All after hours' events must be concluded and all participants must vacate grounds by 10:00pm (there will be additional charge for the additional hours). All trash and decorations must also be removed from the property. **Failure to do so will result in forfeiture of security deposit.** Tents or other rental equipment may be picked up on Monday but the site is NOT responsible for any damages done to rental equipment left on the property.

### 4. Restricted Activities and Areas

The renting party is responsible for any damages, for preventing guests from breaking North Carolina Historic Sites Regulations, and for preventing guests from any the following activities:

- Climbing on the fencing around the historic farm
- Picking up or removing any artifacts from site grounds
- Entering any areas that are roped off by staff or have access restricted by fences/gates
- Damaging the historic structures, visitor center or monuments in any way

### 5. Consumption of Alcohol

**Alcohol may NOT be consumed on the site before 5:00pm.** It may be permitted after 5:00pm for rental events. All distribution, possession, and consumption of alcohol on the site must be in accordance with North Carolina ABC laws and the renting party will be asked to supply a copy of a liquor license/limited special occasion permit to the site manager prior to the event. **If any guest is found consuming alcohol before 5:00pm, the security deposit will be forfeited and individuals found consuming alcohol will be asked to leave the premises.**

6. Material Needs, Set Up, and Clean Up

The site provides the venue only. The rental of any and all equipment (tents, chairs, dance floor, etc.), set up and clean-up of an event is the responsibility of the renting party. Grills will be NOT be allowed unless approved by the site manager. It is NOT the responsibility of the site staff to clean up debris/trash from an event. All coals and/or ash from grills will be removed OFF SITE by the renting party. No dumping of any hot ash/coals in trash receptacles on the property. Failure of the renting party to clean up trash/debris or dumping of coals/ash after an event will lead to forfeiture of security deposit. All equipment and materials must be removed from the site by **12pm on the first business day following the event.** Failure to do so will result in the forfeiture of the security deposit.

7. Decorations and Equipment Set Up

Decorating the buildings and other structures on the property is limited. **No nailing/taping/pinning decorations to the walls is allowed. In addition, Bennett Place is an archaeological site so no digging or insertion of shepherds hooks, posts, etc. are allowed on the property.** Site staff will explain these limitations prior to the reservation. **Due to fire hazards, no sparklers or fireworks are allowed on the premises.** All set up arrangements must be approved at the time the permit is applied for and/or no later than when the permit is approved. No changes to set up will be allowed after that time, unless approved by the site manager.

8. Greeting Outside Vendors and Guests

A representative of the party hosting the event must be present to greet and direct vendor set up and guests. Please plan accordingly. **This is not the responsibility of the site staff. Failure to do so will result in forfeiture of security deposit.**

9. Inclement Weather

Bennett Place only rents space outdoors. Please keep the weather in mind while scheduling an event. In the case of inclement weather, reservations may be adjusted accordingly at the suggestion of site staff and depending on availability of site schedule.

## 10. Dressing Areas and Kitchen Facilities

The site does not have dressing rooms or kitchen facilities available to the public. Bathrooms at the visitor center will **NOT** be used as a dressing room and any and all personal items must be kept with the rental party. Any personal items left inside the visitor center and/or bathrooms during the event will be disposed of. Please plan accordingly.

## 11. Restroom Facilities

Restrooms are available at the site visitor center. Renter is responsible for any damages done by guests (see rule #4). If renter chooses to bring in additional portable bathrooms they must be removed from the property by 12pm on the first business day following the event. **This is not the responsibility of the site staff. Failure to do so will result in the forfeiture of the security deposit.**

## 12. Electricity

Limited electrical outlets are available at the visitor center. Renter is responsible for providing their own drop cords. Site staff will show where the outlets are. Generators are permitted; however, the renter must receive approval from the site manager. Please plan accordingly.

## 13. Vehicle Parking

Vehicles are only to be driven on designated roadways and gravel paths. No golf carts or small motorized vehicles are allowed to be driven on site. A staff member will discuss parking needs and areas where vehicles are permitted prior to the event.

**I agree to abide by the above terms and conditions for holding a rental event at Bennett Place State Historic Site.**

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**Signature**