

North Columbia Schoolhouse Cultural Center

Weddings — Terms of Rental, Terms of Payment, Conditions of Use and User Responsibilities

NUMBER OF EXPECTED GUESTS*	MEMBER RATE	NON-MEMBER RATE
	Only current NCSCC Members whose membership has been current for at least 2 years prior to wedding may receive this rate.	
75 or less	\$450	\$700
75-125	\$550	\$800
125-225**	\$650	\$900
225-300**	\$750	\$1000

**If the actual attendance is excessively over the amount chosen to determine the rental rate, the renter is subject to being billed the difference in the fee.*

***If over 100 people are expected, the renter must arrange for the rental of portable toilets and must make arrangements to hold the wedding and reception outside.*

What your rental rate includes:

- **Entire Grounds:** You may use the Amphitheater, Schoolhouse Lawn, and the Schoolhouse (not including the office upstairs) for the entire day and evening for the date of your rental.
- **Set-up Time:** You may arrive in the morning of the day of the rental to set up. Guests may not be able to set up prior to this time due to other events that take place at the Cultural Center. If you would like guaranteed access to the facility the day before, you must pre-arrange with the Director.
- **Cleaning Fee:** Your wedding fee includes cleaning by Schoolhouse staff. All items/equipment that you use need to be returned to their proper place i.e. chairs, stage, etc., but we will take care of trash and general cleaning.
- **Chairs:** Theater chairs may be used indoors only.

What your rental rate does *not* include:

- **Stage:** We have a collapsible stage that may be rented — see below.
- **Kitchen:** We have potable water plumbed inside of the building, but no kitchen.
- **Sound equipment:** We have a simple two-speaker PA system that is available at an additional charge. NCSCC equipment can only be used with an approved operator. There are several operators in the area that we can hire, but we need advance notice of at least one month to book their services. Consider early on in your planning if you require light or sound equipment. The amphitheater does not have stage lights. You must provide them and hire an operator.

Additional items we need from you:

- The renter must obtain liability insurance for one-day use of the grounds and building. A copy of this policy shall be sent to the NCSCC at least one week before the wedding occurs. If your home-owner's insurance will not cover this, try www.theeventhelper.com.
- A Security Deposit of \$300 is due at least 45 days prior to your wedding. This deposit will be returned within one week after the rental takes place unless damages, penalties, or excessive cleaning have been incurred.

Other Rental Fees

Piano (<i>renter is responsible for cost of tuning</i>)	\$25
Stage use (<i>fee is double for exterior use</i>)	\$15/\$30
Sound equipment (<i>must use NCSCC approved sound technician</i>)	\$75
Projector (<i>also must pay an additional \$50 security deposit</i>)	\$15

Staffing Requirements

To ensure that the North Columbia Schoolhouse remains a valued and viable rental venue for the community, the requirements for staffing weddings have been clarified according to the following criteria. The Director will have final say over staffing requirements after evaluating the nature of the wedding.

TABLE 1 – Staffing Requirements

	Under 50 people	50 to 150 people	Over 150 people
Weddings	1 paid staff	1-2 paid staff	1 paid staff/100 (minimum of 2)

Paid Staff Fees: Staffing will be billed at \$20 per hour per staff person.

Time for Staffing: Staffing will be assumed to be from when guests are scheduled to arrive until 30 minutes after the completion of the wedding. If staffing is necessary for a longer period of time (i.e. the Renter’s guests do not leave the premises on time), then additional fees will be billed to the Renter and taken out of the Renter’s Security Deposit.

Security/cleaning deposit

A \$300 security is required for all weddings. No exceptions. The deposit will be returned after the key is returned and the facilities have been inspected (approximately seven business days following the wedding). The following penalties may be taken from your Security Deposit:

- **Fans and Heaters:** \$25 for leaving fans or the heat on.
- **Unlocked doors or windows:** \$25 if any doors or windows of the building are left unlocked.
- **Lost key:** \$50 will be charged if the key is lost.
- **Smoking:** \$100 will be charged if Renter does not adequately enforce smoking policies by ushering guests to designated smoking areas.
- **Dogs:** \$50 will be charged if there are dogs on site and the Renter subsequently does not have the dogs removed from the site.
- **Parking:** \$25 will be charged if NCSCC receives complaints about guests parking in No Parking areas.
- **Trash:** \$25 will be charged if non-recyclable garbage – ***especially food waste!*** – is placed in the green dumpster and not into garbage cans.

Terms of payment

- **Security Deposit:** The Security Deposit must be paid at the time of signing the rental agreement. Upon reserving a rental date, the proposed rental will be held for one week. If the Security Deposit has not been received in full within one week, then the Director may rent the venue to someone else.
- **Payment:** 50% of the Total Rental Fee must be paid no later than 45 days prior to the date of the rental. The remaining 50% of the Total Rental Fee must be paid in full no later than 15 days prior to the date of the rental. *NCSCC has the right to cancel a wedding if not paid in full no later than 15 days prior to the date of rental.*
- **Cancelation Policy:** If the Renter cancels the wedding less than 45 days prior to the date of the rental, the Renter forfeits 50% of the Venue Rental Fee. If the Renter cancels the wedding less than 15 days prior to the date of the rental, then the Renter shall forfeit 100% of the Venue Rental Fee. Any rental fees for equipment and staffing shall be refunded in full upon cancelation.
- **Weather:** If the road to the venue is impassable due to snow, or a power outage occurs that causes a Renter to have to cancel the wedding, then the Renter may be entitled to receive a refund of the Venue Rental Fee after deducting for administrative expenses. Alternatively, the Renter may maintain a credit for a future rental date to be agreed upon separately.

Liability Insurance

For all rentals, Renters must provide proof of liability insurance for the wedding for \$1,000,000. The policy must list the “North Columbia Schoolhouse Cultural Center” as an Additional Insured. Most business or homeowner policies will cover for a nominal fee. There are many online options for purchasing private event insurance. We recommend www.theeventhelper.com.

Port-a-potties

For weddings of over 100 people in attendance, port-a-potty rental is required at a quantity as recommended by the port-a-potty company. Renter must notify NCSCC of the intended quantity to ensure that this standard is met.

Description of the facility and available equipment

- **Seating:** There are 90 folding metal padded chairs and 20 theater seats. Total seating is 110. Additional seating may be provided on the floor.
- **Staging:** There is a stage which comes in two sections, each 6’ x 8’.
- **Sound:** Please see specifications and policy.
- **Lights:** Lights can be arranged by meeting with the director to review the specifications and policy. The window shades do not totally black out the light during daytime hours.
- **Tables:** There are eight (8) 30” x 72” folding tables that are included with rental. Some tables are stained and require tablecloths to be provided by Renter. Renter must make arrangements with NCSCC in advance to have tables provided.
- **Accessibility:** The Schoolhouse building has a wheelchair accessible ramp and bathrooms. The Amphitheatre is accessible, but does not have any paved areas and requires care for anyone in a wheelchair. It is the Renter’s responsibility to use necessary precautions for anyone with special needs.

Conditions of Use

- **Advance Meeting:** An advance meeting by the Renter with the Director is required to obtain facility information regarding scheduling, equipment needs, access to the building, a review of policies and security requirements.
- **Set up and clean up:** All one-time rentals include 2 hours of set up time and 2 hours of clean up time. NCSCC may restrict these times if another event has already been scheduled before or after on the proposed rental date. Under no circumstances may a Renter be on the premises before 8 am or after 12:30 am.
- **Alcohol:** Alcohol may be served, ***but not sold***.
- **Key:** Make arrangements in person to obtain a key prior to the wedding and to return the key after the wedding. Please do this during regular office hours.
- **Use of Premises:** Your rental fee entitles you to use of the entire grounds on the day of the wedding. No admittance to private offices. Doors to upstairs offices are to remain locked at all times.
- **Parking:** Renter must make arrangements with the Director to review allowed parking areas. Under no circumstances may guests park along the picket fence near the Coughlan spring or block access to barns and garages. NCSCC has temporary signage and posts that the Renter can use to properly designate No Parking areas. ***It is the responsibility of the Renter to ensure guests do not park in these designated areas.***
- **Fire Policy:** Please be aware that we live in a **HIGH FIRE DANGER** zone. No smoking inside the building, or at the amphitheater. The only designated smoking areas where guests make smoke are in the NCSCC parking lot or the picnic table under the oak tree near the parking area. No candles or incense.
- **Wall Mounting:** Please do not use nails in the walls.
- **Dogs:** We have a strict **NO DOGS** policy. Sorry, a few bad doggies have ruined it for all good

dogs. **EXCEPTION:** Service dogs with certification are allowed.

- **Art Shows:** Renter may make arrangements with the Director to temporarily un-install an art show if the show is incompatible with the planned wedding. ***Under no circumstances, may a Renter take down art work.***

Additional User Responsibilities

As a User of the Cultural Center, you are responsible for the following:

- **Heating:** Preheating the room, one or two hours in advance may be necessary in cold weather. Staff may be able to turn heater on for you by prearrangement. Using the fans will greatly reduce heating time.
- **Chairs:** Setting up chairs and returning them to the storage area after use.
- **Fire Safety:** Set up the room so that exits are not blocked, a three-foot wide corridor to all exits must be maintained at all times.
- **Equipment:** Returning all equipment to original location.
- **Trash:** If there is a lot of trash, empty wastebaskets into the large garbage containers by shed – **NOT IN DUMPSTER.** Wedding include fees for trash removal.
- **Recycling:** Recycling can go in the large dumpster in the parking lot.
- **End of Wedding:** Please vacate the building in a timely manner. No music may be played past 10:00 pm on Sunday through Thursday, or 11:00 pm on Friday and Saturday. All guests must be out of parking lot by 10:30 pm on Sunday through Thursday, or 11:30 pm on Friday and Saturday. Renter may stay until 12:30 am to finish cleaning up as long as noise is kept to a minimum.

Final Checklist

Upon leaving the premises, the Renter must complete the checklist on the inside of the front door:

- Turn the thermostat on all heaters down to 45 degrees.
- Turn off all lights, except the front porch lights. Check bathrooms and back room.
- Lock all doors and windows, including back door to outside (push it to check).
- Turn off overhead fans.
- Place recycling in the dumpster.

Important Note

Please remember that the North Columbia Schoolhouse Cultural Center was built in 1875 and the grounds and structure are fragile and deserve your respect and care.

THANK YOU FOR YOUR COOPERATION!

Contact: molly jochem, Executive Director, (530) 265-2826