

North Columbia Schoolhouse Cultural Center

Weddings & Special Events

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

NUMBER OF GUESTS*	MEMBER RATE	NON-MEMBER RATE
# of Guests	Member Rate	Non-Member Rate
75 or less	\$900	\$1100
75-125*	\$1300	\$1500
125 - 225**	\$1600-\$1800	\$1800-\$2000
225-300**	\$1800-2200	\$2000-2400
Add on Days for Set-up/Breakdown Only	\$200/day	\$200/day

Only current NCSCC Members whose membership has been current for at least 2 years prior to wedding may receive this rate.

- All events expecting more than 100 guests will need to rent a Port-able Toilet.
- All events are subject to needing additional security based on event type and size. Security is billed at \$24/hr per security staff. Please discuss with the Executive Director if your event will incur this added expense.

Please initial the following to agree.

Capacity agreements:

_____ 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. (ie - Johnny on the Spot 530-274-8101)

What your rental rate includes:

_____ Entire Cultural Center 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. Unique uses of the land must be discussed and are subject to approval of the Director and Board.

_____ Set-up Time: Your set up crew may arrive in the morning of the day of the rental to set up. Guests may not. You may choose to add -on set-up days, only agreed upon activities are permitted with a small crew to help.

_____ Cleaning Fee: Your wedding fee includes basic cleaning by Schoolhouse staff. All items/equipment that you use need to be returned to their proper place i.e. chairs, stage, etc., all trash MUST be collected and safely placed in the containers provided and set behind grass fence by the white shed. NCSCC will take care of trash removal and basic cleaning.

_____ Chairs: Theater chairs may be used indoors only. Indoor chairs stay indoors only. Outdoor chairs are under the schoolhouse.

What your rental rate does not include:

_____ Stage: We have a collapsible stage that may be rented — see below.

_____ Kitchen: We have potable/filtered 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 you can hire, but we need advance notice of at least one month to book their services, at the renters expense. 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/ or rent/hire an operator for ours.

Additional items we need from you:

_____ The renter must obtain liability insurance for use of the grounds and building, for all days. If you add on days for rehearsal dinner, set-up, or break-down - you must include those days in your insurance. 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.

_____ To book your date: 50% of the rental fee along with a Security Deposit of \$300 is due at the official reservation of your event date. The remaining 50% is due 45 days prior to your event. The deposit check will be held. It will be voided within one week after the rental takes place unless damages, penalties, or excessive cleaning have been incurred. In this case we will cash the check and send you a check for the remaining after deductions.

Other Rental Fees

Piano (renter is responsible for cost of tuning)	\$25
Stage use (fee is double for exterior use)	\$15/\$30
Sound equipment (must use NCSCC approved sound technician)	\$75
Freezer or Refrigerator	\$50/ea

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.

Security/cleaning deposit

A \$300 security is required for all weddings/events. 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 are examples of what 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 to confirm your date. The remaining 50% of the Total Rental Fee must be paid in full no later than 45 days prior to the date of the rental. NCSCC has the right to cancel a wedding if not paid in full no later than 45 days prior to the date of rental. There are no refunds.

_____ Cancellation 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.

_____ 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.

____ A written description of your event activities, guest count, and drawing of site use is required. This can be done with the help of the director.

____ Set up and clean up: All one-time rentals include 1-2 hours of setup time and 1-2 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, or agreed upon rental restrictions, on the day of your event. 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. **Orange cones & Do not Park sign must be placed in front of the white house and garage across the street . Under no circumstances may guests park along the picket fence near the Coughlan's or block access to barns and garages. NCSCC has temporary signage and posts that the Renter must 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 area 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 are allowed on the premises.

____ Wall Mounting: Please do not use nails in the walls.

____ Dogs: We have a very strict NO DOGS policy. EXCEPTION: Service dogs with certification are allowed.

____ Art Shows: Renter may make arrangements with the Director to temporarily uninstall an art show if the show is incompatible with the planned event. Under no circumstances, may a Renter take down artwork. All arrangements must be made no less than one month in advance of your event.

Additional User Responsibilities

As a renter 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 the 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 waste baskets into the large garbage containers by shed . YOU MUST ensure that garbage and recycling do not get mixed or combined. Wedding include fees for trash removal. Fines will be incurred for improper garbage/ recycling separation.

- Recycling: Recycling can go in the large dumpster or in green cans marked 'Recycling'

____ 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 and helpers may stay until 12:30 am to finish cleaning up as long as noise is kept to a minimum as to not disturb our Landlords across the street.

Final Checklist:

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

- Turn off the thermostat on all heaters/ turn off all air cooling devices.
- 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 - it can be tricky).
- Turn off overhead fans.
- Place recycling / garbage in appropriate location behind grass fence.

~ 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 choosing to create your special event with us here at the North Columbia Schoolhouse Cultural Center.

I have read and agree to all terms here in:

Client :

Date:

NCSCC Representative:

Date:

Molly J ochem, Executive Director, (530) 265-2826