

Appendix A

SALISBURY STATION EVENTS CENTER

GENERAL INFORMATION

CONTRACT FOR USE

All persons and/or organizations reserving space must sign a contract. The contract is made after the initial deposit is received. The user (Lessee) and Historic Salisbury Foundation (Lessor) must fully execute the contract prior to the user advertising in any way, selling tickets to the event, or using the space. **Heating and air conditioning shall only be available during contracted event hours. It will be turned on 1 hour before the event begins.** Additional H/AC will be provided upon request at a charge of \$100 per hour.

DENIAL OF USE

The Managing Director, in consultation with the Board of Directors of Historic Salisbury Foundation, may deny use of the facility for any one of the following reasons:

- ❖ The user cannot or will not meet one or more obligations of facility use.
- ❖ The event or use is or will obviously be in violation of laws or ordinances, or is likely to cause severe damage to the building or injury to individuals.
- ❖ The potential user has repeatedly made then canceled reservations.
- ❖ The user has longstanding and unfulfilled financial obligations to Historic Salisbury Foundation.
- ❖ The user has previously broken Historic Salisbury Foundation rules, county or state laws or both.

EVENT CANCELLATION

- ❖ Once a contract has been signed and deposit received, the individual or organization signing the contract may cancel an event only upon written notice to Historic Salisbury Foundation. Notice must be acknowledged by Historic Salisbury Foundation to be valid.
- ❖ Historic Salisbury Foundation may terminate a reservation if it determines one or more of the following:
 - ❖ The space is not useable due to circumstances beyond the control of Historic Salisbury Foundation, such as damage to the facility.
 - ❖ The user cannot or will not meet one or more of the obligations of facility use, as defined in these policies and/or rental contract and/or the rental agreement between the user and Historic Salisbury Foundation, Inc.
 - ❖ In consultation with the Board of Directors of Historic Salisbury Foundation, the Managing Director of Historic Salisbury Foundation determines that the event or use is, or will be, obviously in violation of laws or ordinances; or is likely to cause severe damage to the facility or injury to individuals.

REFUNDS

- ❖ User will receive 75% of fees paid when giving Historic Salisbury Foundation written notice before end of nine months from event date.
- ❖ User will receive 50% of fees paid when giving Historic Salisbury Foundation written notice before end of six months from event date.
- ❖ User will not receive a refund for rental with fewer than 6 months' notice.

ACCOMMODATIONS

The Salisbury Station can seat up to 224 inside (28 tables with 8 chairs each). Additional seating can be set up outside **under** the covered Concourse. Any Historic Salisbury Foundation tables or chairs to be used outside will be taken outside the day of the event by **You (Lessee)**. All items will be brought back into the Station by **You (Lessee)** immediately after the event is over.

EQUIPMENT

The following is available for use as part of your rental fee (additional items may be rented from rental companies):

- ❖ 28 Round Banquet Tables, 5' (60") diameter, seats 8 – 10
- ❖ 10 Rectangular Tables, (five 8-foot, five 6-foot) x 30 inches deep
- ❖ 246 chairs (cannot be used on grass or in park)
- ❖ PA system
- ❖ Podium and microphone
- ❖ Raised Stage – 3 sections, 6' x 8' each
- ❖ 10' x 10' wall mounted projection screen (projector not available)

SMOKING

- ❖ Smoking is not permitted anywhere inside the building.
- ❖ Smoking is permitted outside in designated areas only.
- ❖ Guests or persons hired by the renter who continue to smoke in unauthorized areas are subject to immediate removal by Security officers or the Event Staff.

ANIMALS

- ❖ No animals are allowed into the Salisbury Station, except for those trained to assist disabled persons.

ADDITIONAL INSURANCE

- ❖ Written proof of additional insurance, naming Historic Salisbury Foundation and its Board of Trustees as additional co-insured may be required.

INCLEMENT WEATHER

- ❖ If an event is cancelled due to inclement weather, Historic Salisbury Foundation will make every reasonable effort to reschedule the canceled event.
- ❖ Historic Salisbury Foundation shall not be held liable for losses incurred by the user/renter due to cancellation.
- ❖ Excessive heat or cold will not change the heating or cooling policy.

SUPERVISION OF MINORS

- ❖ Activities involving minors must have appropriate, ongoing, on-site supervision by a suitable number of responsible adults.

PERSONAL PROPERTY/INJURY

- ❖ Historic Salisbury Foundation assumes no responsibility, legally or financially, for any personal property brought into the facility, including rented equipment.
- ❖ Historic Salisbury Foundation assumes no responsibility, legally or financially, for any injuries to renter, guests or agents hired by the renter/Lessee.

SECURITY

- ❖ Arrangement for and costs of Security Officers will be the responsibility of the user/renter. **Officers must have** arresting authority in Salisbury, Rowan County.
- ❖ Historic Salisbury Foundation reserves the right to approve Security Officers hired by renter.
- ❖ Security Officers are to be engaged as follows, based on event size:
 - Less than 100 people: one Security Officer for the duration of the event.
 - 100 - 200 people, and **ALL events that include the serving of any alcoholic beverages**: minimum of two (2) Security Officers for the duration of the event.
 - 200+ people: minimum of three (3) Security Officers for the duration of the event. (Historic Salisbury Foundation reserves the right to review number of security based on type of event. If question, please consult an office staff member.)

LEGAL ORDINANCES

- ❖ User agrees to abide by all pertinent local, state, and federal laws and ordinances.

CATERERS HIRED BY RENTER

- ❖ **It is the responsibility of the renter/Lessee to inform the caterer of CATERER'S RESPONSIBILITIES. Your caterer must agree to abide by the responsibilities.**
- ❖ All caterers must register with Historic Salisbury Foundation prior to event.

ICE MACHINE

- ❖ Historic Salisbury Foundation does not guarantee the availability of ice. Your caterer may want to have extra bags of ice on hand.

CLEAN-UP

The following are minimal clean-up standards. (Please see **CATERER'S RESPONSIBILITIES** for additional information) Excessive clean-up or damage to the facility and/or its furnishings will be billed to the user at cost. Abuse of the facility by a user or his/her agent (caterer, florist, etc.) may result in the loss of that privilege for both the user and his/her agent.

- ❖ **ALL** trash must be removed from the building and placed in the proper receptacles. This includes trash in the Catering Kitchen in addition to areas rented/used. **If trash is not removed, renter/Lessee agrees to pay a trash removal fee of \$250 in addition to the rental fees.**
- ❖ **ALL materials brought into the facility must be removed immediately after the event, unless otherwise approved by the Historic Salisbury Foundation staff prior to the event.** This includes decorations, food/beverages, signs/banners, kegs, etc. Items not removed immediately are subject a penalty for their return or will be disposed of at the discretion of the Managing Director of Historic Salisbury Foundation.

PERMITTED USES OF ADJOINING ROOMS

Ticket Office - Dining: up to 32 persons, beverage area

West Parlor - Reception room, Meeting - adjunct to Grand Waiting Room, **absolutely no food or drink in this area**

East Parlor - Reception room, Meeting- adjunct to Grand Waiting room, **absolutely no food or drink in this area**

Alcove Adjoining Parlors - Reception area for coffee/snacks with table

ALCOHOLIC BEVERAGES – PERMIT INFORMATION

- ❖ **SERVING** only beer, wine, or champagne does not require an ABC permit, but **SELLING or BROWN BAGGING** does require a permit.
- ❖ **SERVING, SELLING or BROWN BAGGING** spirituous liquor **DOES** require a permit.
- ❖ Permits may be obtained at the Rowan County Sheriff's office on N. Main Street. (Individuals need Limited Special Occasion Permit (yellow); Non-profits/Political groups need Special One Time Permit (blue). For questions, call ABC Commission at 919-779-0700.
- ❖ Historic Salisbury Foundation **MUST** receive a copy of the appropriate permit **24 hours prior** to event or no alcohol will be permitted.

TENTS

The City of Salisbury has ordinances governing the use of tents. Please review the following guidelines. If you are unsure as to the need for a permit, please call the Fire Marshall's office at 704-638-4471. **Renter is responsible for securing permit.**

- ❖ Any individual canopies larger than 700 square feet require a permit
- ❖ Tent must have a tag stating fabric has been treated with fire retardant coating.
- ❖ A minimum clearance of 10 feet to combustible structures must be maintained.

FACILITY ACCESS

- ❖ Renter has access to the facility during the day of the event.
- ❖ **Heat/Air Conditioning will be provided only during hours specified in contract. Additional hours may be provided at \$100 per hour.**
- ❖ Keys may be checked out from the Historic Salisbury Foundation office four days before event. (Please call the office at 704-636-0103 to make arrangements)
- ❖ At the discretion of the Historic Salisbury Foundation staff, renters may have access to facility prior to event.

DAMAGE DEPOSIT

- ❖ Event Staff will inspect the entire facility immediately following the event.
- ❖ Upon successful inspection, staff will notify the Historic Salisbury Foundation office to return the Damage Deposit.
- ❖ Damage Deposits are refunded approximately 2 – 4 weeks after an event via mail, less any cost for damage to building or grounds.

EVENT LAYOUT

- ❖ Please fax or deliver a copy of your event layout at least 2 weeks prior to the event.

NOTE:

It is the express responsibility of the renter/Lessee to explain these policies and restrictions to any caterer, band, decorator, performer, etc. which the user/Lessee brings into the Salisbury Station.

Historic Salisbury Foundation

Saving Landmarks and Historic Neighborhoods

www.HistoricSalisbury.org

Post Office Box 4221 Salisbury, North Carolina 28145-4221

Fax 704-636-2522

Appendix B

SALISBURY STATION EVENTS CENTER

Please Review and Give to Caterer

CATERER'S RESPONSIBILITIES

PRIOR TO EVENT:

- ❖ Caterer may contact the Foundation office at 704-636-0103 during the week prior to event to sign out a key and to ascertain time of access. The office is open Monday – Friday, 9 am until 4 pm.
- ❖ **Historic Salisbury Foundation will not be responsible for checking in rental items delivered to the Station prior to an event.** Items may be delivered one day prior to an event (if no other event is scheduled) and must be picked up the day following an event. It is preferable for items to be delivered and removed the day of event.

DURING EVENT:

- ❖ Vehicles will only be allowed to load and unload on the sidewalk adjacent to kitchen entrance or on the concourse at the back. Parking is prohibited in these areas.
- ❖ The ice machine is there for your use. However, the machine may not be able to keep up with the demand. Therefore, you may want extra bagged ice on hand.
- ❖ Caterer will place all trash in the dumpster as soon as bags are removed from garbage cans. No trash will be allowed to accumulate outside the kitchen door. The dumpster is located at the north end of the Station. Ask event staff for location if necessary. At end of event, trash cans should be wheeled to dumpster and rinsed out with soap and water (faucet located to the right of the dumpster). Any debris in the bottom of the trash can may be left in the outside drain. Leave the cleaned receptacles to dry with the lids open on the concourse outside the door with the ramp.
- ❖ Historic Salisbury Foundation supplies trash bags and cleaning supplies. Ask Event Staff for location of items if not in kitchen.

AFTER EVENT:

- ❖ Remove all items from refrigerator and freezer and wipe inside and doors of each clean of food material and smudges.
- ❖ Wipe out all ovens and remove any burnt foods, grease, etc.
- ❖ Remove all items brought into Station
- ❖ Wipe down all counters, carts, and racks
- ❖ Kitchen floor must be swept and mopped. Mops and bucket left clean.
- ❖ Kitchen sinks should be cleaned; run garbage disposal when finished.
- ❖ **Any remaining garbage should be placed in the dumpster**
- ❖ Contact Event Staff to determine a location where rental items can be stored until pick-up.

BEFORE YOU LEAVE THE PREMISES Event Staff must check kitchen area before you leave. If there are any questions, they should be addressed to the Managing Director of Historic Salisbury Foundation before the event, not Event Staff.

We hope the above information will help you in doing your very best job for your customer. If you have any suggestions or comments about the list or an area we may have overlooked, please share it with us. Let's work together to make the Salisbury Station the place to be!

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Appendix C

SALISBURY STATION EVENTS CENTER

DECORATING GUIDELINES

The Salisbury Railroad Station is an historic building listed on the National Register of Historic Places. In order to ensure the continued protection of the building, Historic Salisbury Foundation has developed DECORATING GUIDELINES. Strict adherence is required. User must supply labor for transport, set-up and removal of items other than those supplied by Historic Salisbury Foundation.

GENERAL

- ❖ **No tape, staples or nails may be used to attach decorations to *any* surface of the building.**
- ❖ Nothing may be attached to the rose trellis in McCurdy Park.
- ❖ Fireworks, including sparklers, are prohibited
- ❖ Confetti and glitter are prohibited
- ❖ Banners, signs, balloons, etc. may be tied or hung from the posts or beams on the Concourse.
- ❖ If plants or flower arrangements are placed on any interior wood surface, a clear plastic saucer or plate must be used to protect the wood.
- ❖ Any items attached to light fixtures, door knobs, etc, should be tied with ribbon, pipe cleaners or some similar soft material that will not scratch the finish.
- ❖ The piano will NOT be used as a bar and if decorated, steps must be taken to protect the finish.
- ❖ Decorations may be placed in both interior and exterior window sills (see CANDLES below)
- ❖ The baggage carts on the Concourse may be decorated or used as a bar. (Please note requested location on the layout sheet)
- ❖ Hanging plants are especially effective if hung from the iron beams on the concourse. Two per beam is usually sufficient.
- ❖ Decorating is the sole responsibility of the renter and Historic Salisbury Foundation is not responsible for any damage or theft of decorations.
- ❖ All decoration must be removed immediately after the event.

CANDLES

- ❖ **NO TAPER** candles are allowed.
- ❖ Votives (in glass or metal holder) or columns (in holder and surrounded by hurricane globe) are allowed. **Candles MUST be lower than holder or hurricane globe.**
- ❖ No candles are allowed in the restrooms.
- ❖ Battery operated candles can be used anywhere in the Station, except restrooms.
- ❖ Any candles used on any table must be placed on a glass or mirror tile (**NO TAPERS**)
- ❖ Votives (in glass or metal holder) and tapers or columns (in holders and surrounded by hurricane globe) are allowed. **Candles MUST be lower than holder or hurricane globe.**
- ❖ All "floating candles" must be placed on glass or mirrored tiles.
- ❖ **Absolutely no candles may be used on the parlor mantels.**
- ❖ Luminaries, either paper or terra cotta, may be used outside, but you are expected to remove all candles and containers and place in proper trash receptacles.

The staff of Historic Salisbury Foundation will be happy to talk with you about decorating ideas.

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Appendix D

SALISBURY STATION EVENTS CENTER

SECURITY OFFICER RESPONSIBILITIES

GENERAL:

- ❖ Security Officers must have arresting authority in Rowan County
- ❖ Security Officers must arrive a minimum of 15 minutes before event is scheduled to begin
- ❖ Upon arrival, security Officers should check in with Event Staff
- ❖ Security Officers are expected to patrol the Salisbury Station building and grounds during the event and not participate in the event
- ❖ Security Officers are expected to be in uniform during the event

RESPONSIBILITIES DURING EVENT:

- ❖ You are allowed to load and unload on the concourse only. No parking is allowed.
- ❖ Assist guests with parking and direct to designated lots. **Absolutely no parking in the Yadkin House parking lot, concourse, or White Tire Center parking lot. These are private parking lots and unauthorized vehicles will be towed.**
- ❖ Encourage guests to enter by main entrance at McCurdy Park.
- ❖ Be aware that Amtrak passenger trains stop at the station around 6:30 p.m., 7:30 p.m. and again around 1:00 a.m. It is important to patrol the track side of the building during these times to ensure no passengers or people coming to pick up passengers inadvertently enter the event.
- ❖ Monitor doors on Depot Street side of building- chains should be in place between columns.
- ❖ Support Event Staff if situations arise where individuals become unruly or disruptive. The Salisbury Station is private property and anyone loitering should be asked to leave.
- ❖ No one except the Event Staff is permitted access to the office area of Historic Salisbury Foundation
- ❖ A telephone is available in the boardroom with staff escort.

AFTER THE EVENT:

- ❖ Security Officers are expected to monitor or escort guests to their cars until all guests have left the premises.
- ❖ Before leaving, notify Event Staff of pending departure.

While performing security duties at the Salisbury Station you are representing not only the Station, but also Salisbury and Rowan County.

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