

Policies & General Rules for Rental Use of the Zachary-Tolbert House Museum & Grounds And the Dowden Pavilion, 2009 Season

We are delighted you have selected the Zachary-Tolbert House Museum & Grounds and the Dowden Pavilion for your event. The entire site is a unique and important historic landmark. Proper planning to ensure the safe use and enjoyment of the property is essential. Please review the information below before completing and returning to the Cashiers Historical Society at PO Box 104, Cashiers, NC 28717 or to zachary-tolbert@aol.com

- The Zachary-Tolbert House Museum & Grounds and the Dowden Pavilion are smoke-free facilities.
- An application for the use of the property must be filled out in advance and returned with payment in full. Complete refunds are available minus any incurred expenses.
- In order to have the Zachary-Tolbert House Museum open during the event, a Cashiers Historical Society employee or volunteer must be available to conduct tours and the user assumes any related costs (\$20 per hour). All House visits are either guided or monitored.
- No food or drink is allowed in the Zachary-Tolbert House Museum, nor can collection furniture or collection artifacts in the Museum be used in any way.
- Professional Security and/or a Historical Society representative must be on site from the beginning to the end of the event.
- The user must remove trash from the site and leave the site in the condition it was received. Required professional cleanup and costs are at the discretion of the Historical Society.
- If the user contracts with a caterer/commercial establishment to provide food and beverages, the caterer must provide the Cashiers Historical Society with a Certificate of Insurance in advance of the event. The Historical Society has 10 tables and 50 chairs available for use. The inventory of tables and chairs can be accessed for a fee of \$25 and are to be setup, cleaned after using, and placed back in storage by the user.
- A small PA System is available for use for a fee of \$25.
- Location of tents and other site specifics must be approved by the Historical Society.
- A kitchen phone is available for local calls.

Policies & General Rules

- Grill use is only permitted on the gravel lot behind the Dowden Pavilion. Open Fires of any kind are not permitted anywhere on the property.
- Keys must be returned to Security officer at conclusion of event.
- There is space for 35 vehicles and no overnight parking is allowed.
- In consideration of our neighbors, the noise level at events should be such so as not to disturb them. The Jackson County Noise Ordinance is locally enforced.
- Alcohol will be allowed only with prior permission from The Cashiers Historical Society. Illegal substances, fireworks, or firearms are not allowed on the property.
- All pets must be supervised and any animal waste disposed of.
- A damage deposit in the amount stated on the rate schedule shall be made with the application. The deposit, or portion thereof, shall be refunded following the event and the Historical Society's evaluation that the premises are in satisfactory condition and all trash is removed. In the event damages exceed the amount of the deposit, the user will pay the additional cost of repairs and/or corrections.
- The Cashiers Historical Society
828.743.7710
828.743.0732 fax

CASHIERS HISTORICAL SOCIETY

Zachary-Tolbert House Museum & Grounds and Dowden Pavilion Application for Use

REQUESTED EVENT DATE: _____

BEGINNING TIME _____ ENDING TIME _____

ANTICIPATED GROUP SIZE _____ Persons

- CHS Member CHS Pinnacle Society Member
 1900 Cashiers Family Non-Profit; Church
 Benefit for _____

AMOUNT OF PAYMENT (attached) \$ _____

ORGANIZATION/INDIVIDUAL: _____

ADDRESS: _____

TELEPHONE(s): _____

CONTACT PERSON: _____

TYPE OF FUNCTION: _____

WILL ALCOHOL BE SERVED? _____

NAME OF CATERER: _____

TELEPHONE OF CATERER: _____

I (we) have read, understand, and agree to adhere to the Policies and General rules attached to this application. I (we) agree to indemnify and hold the Cashiers Historical Society harmless from all liability arising out of the use of the premises and any damage or injury to any person or property occurring in, on, or about the demised premises or arising out of the use of the premises, including, but not limited to, the serving or use of alcoholic beverages on the premises. I (we) assume financial liability for any damage to the designated property.

Signed: _____ Date: _____
(For Organization/Individual)

Approved by: _____ Date: _____
(CHS Representative)

RENTAL COST SCHEDULE

Zachary-Tolbert House Museum & Grounds and Dowden Pavilion

All users must complete applications, be approved in writing, and make 100% of payment and damage deposit upon submitting application.

	Group Size			
	<u>6-10</u>	<u>11-24</u>	<u>25-49</u>	<u>50-120</u>
Housekeeping Fee or prior arrangement approved by CHS	\$50.00	\$50.00	\$50.00	\$100.00
Security Fee or prior arrangement approved by CHS	\$75.00	\$75.00	\$100.00	\$150.00
User Fee	\$25.00	\$75.00	\$300.00	\$550.00
Damage Deposit	<u>\$100.00</u>	<u>\$150.00</u>	<u>\$300.00</u>	<u>\$550.00</u>
Totals	_____	_____	_____	_____
Museum Open	\$20 per Hour			

- (1) A 30% discount will be given to local non-profits, churches, benefits/fundraisers.
- (2) CHS Pinnacle Society members may personally use the facilities, once per season, for groups numbering less than 50, in accordance with CHS Rules and Guidelines, payment of the Security fee and Housekeeping fee only, and without a damage deposit.
- (3) Cashiers area residents whose families have been here since before 1900 can use the facility, in accordance with the CHS Rules and Guidelines, once per season, for a scheduled family gathering without paying a “user” fee. Use is at the discretion of the Historical Society and may not conflict with other events.
- (4) Scheduled use of the Grounds and Pavilion without the restroom and kitchen facilities for groups of up to 16 people is free of charge for active CHS members in accordance with security and clean-up rules.
- (5) Pavilion rental is for a four-hour event. If event exceeds that time, a \$100/hour charge is assessed.