

**NEW HANOVER COUNTY - AIRLIE GARDENS
VENDOR AND RENTAL CONTRACT**

**LICENSE AGREEMENT
REGULATIONS FOR RENTALS INCLUDING
SPECIAL EVENTS, WEDDINGS AND RECEPTIONS
AT AIRLIE GARDENS**

Fee Schedule-All events

License Fee:	\$1,500 for a Two hour Event or Wedding Only \$2,500 for a Four hour Event or Reception/Rehearsal Dinner only \$3,500 for a Six hour Event or Wedding and Reception
Damage Deposit:	\$700 refundable
Tent Fee	\$200
Bridal Portraits	The wedding fee includes a Bridal portrait opportunity. For those desiring <u>BRIDAL PORTRAITS ONLY</u> on Airlie Gardens property a site fee of \$200 is required. For those requesting a staff member and golf cart a fee of \$500.00 is required.

Wedding Time Table

REHEARSAL - TIME ALLOWED	1 Hour
WEDDING - TIME ALLOWED	2 Hours
RECEPTION - REHEARSAL DINNER TIME ALLOWED	4 Hours
WEDDING & RECEPTION - TIME ALLOWED	6 Hours

Scheduling

Events may be scheduled through the Airlie Gardens Administrative Office no more than 18 months, nor less than two weeks in advance.

Fee Payment

At the time of scheduling, 50% OF ALL APPLICABLE FEES MUST BE PAID AND A CONTRACT EXECUTED. NO DATE IS CONSIDERED FIRM UNTIL THIS IS ACCOMPLISHED. Balance of fee is due sixty (60) days prior to the event. With a written notice of cancellation within 30 days of the event, all fees EXCEPT 500.00 will be refunded.

Guests

Maximum number of attendees to any event: 300 or less, depending on location. **SMOKING IS NOT ALLOWED IN THE GARDEN.** Guests and their behavior is the responsibility of the Client. Any damage to Airlie Gardens property due to willful misconduct of renters and/or guests will result in legal action. Airlie Gardens/New Hanover County will not be held responsible for the safety or security of any equipment, including, but not limited to chairs, tables, tents, canopies, pianos, organs or food. Airlie Gardens/New Hanover County, its owners or agents, shall not be held responsible for and is hereby expressly relieved from any and all liability by reason of injury, loss, or damage to any person or property in or about the premises, however, caused whether loss, injury or damage be to the person or property of Airlie Gardens, the wedding party, invitees, or other persons. Please remember that your dog is not allowed.

Vendors

For the purposes of this document the word “vendor(s)” shall refer to any type of service business, i.e., caterers, florists, musicians, tent companies, equipment rental companies, etc.

Vendors are to conduct their role in a professional manner in keeping with the policies and procedures outlined. Any damage to the facility caused by the vendor or its employees will be charged to the vendor and Airlie Gardens reserves the right to prohibit future use to any vendor who has violated policies.

All vendors must be licensed and insured. Proof of adequate, current insurance must be provided to the administration. The client and vendor agree to indemnify and hold harmless New Hanover County (owner), its agents and employees from any and all claims, actions, liabilities and causes of action arising on account of illness, injury, death or damage to any person(s) or their property and attributable to the client/vendor use of the facility.

Entry and Exit

All entry and exit must take place through the main Entrance and Exit gates. NO traffic is to move through the back “Chapel” gate without permission from the Head of Gardens. Gates within the garden along the service road are locked into place and attempts to go around the gates or remove them will damage the garden and result in a penalty.

Delivery and Setup

Schedules for all services including delivery, setup, and removal schedules must be furnished no later than 60 days after signing the rental contract, or no later than two weeks before the event, to the administrative office, all of which will be reviewed by the Head of Gardens. These schedules shall be ENTIRELY COMPLETE and adhered to. If the schedule needs to be changed, the vendor must contact the Airlie Gardens Office at 910-798-7700 to report the change. Vendors shall be responsible for all setup prior to event, all service during event and all clean up after event. Airlie Gardens representatives will not assist with setup, cleanup or food/drink service.

DELIVERY AND SETUP TIME
TENT REMOVAL

4 Hours prior to event
2 Hours - except for late evening events; must be removed by 12:00 noon following day. In the event of exceptions, additional charges will be made.

Parking

Parking is allowed ONLY in designated areas. On site parking is limited and remote or valet parking should be considered by Client (depending on size of event, date and other public events scheduled). New Hanover County/Airlie Gardens does not guarantee parking availability.

Vendors are to park in parking lots only. Catering trucks may be parked close to the event, out of flower beds, and off of lawn areas. Musicians may unload onsite and then move their vehicles. All VENDOR parking is in the main parking lot.

Caterers

Caterers must provide a minimum of \$1,000,000 general liability insurance, a current permit and sanitation grading from the New Hanover County Health Department or their local permitting agency. Caterers are responsible for removal of trash generated during the event. **NO ICE IS TO BE DUMPED ON LAWN AREAS OR IN FLOWER BEDS. ICE DAMAGE WILL RESULT IN DAMAGE DEPOSIT BEING WITHHELD. ICE MAY BE EMPTIED IN GRAVEL PARKING LOT NEXT TO DUMPSTER ONLY.**

Liquor

All renters/ vendors choosing to serve alcohol must secure a one time use permit for alcohol from the North Carolina Alcoholic Beverage Control Commission and furnish a copy to the Airlie Gardens Administrative office.

Tents

Tent placement must not in any way interfere with garden trees or planting beds. In order to avoid damage to underground irrigation systems, tent locations must be approved by the Head of Gardens. Tent ropes and supports must be placed and flagged to avoid possible injury. All tent equipment must be removed from areas used. The necessity of repair for damage caused by any equipment left, or irrigation that is broken will result in damage deposit being withheld. All tents must be removed within 24 hours of the ending time of the event, and a \$200 per day fee for any tent left passed this date and time.

Candles, Flowers, Decorations and “Send-Off”: Flowers and decorations are limited to free standing placement. Decorations may only be installed the day of the event. Nothing may be attached or added to any feature of the garden, or driven into the ground with the exception of tent stakes, including baskets, torches, luminaries, runners, bows or balloons. There are to be no tiki torches, Sparklers or open flames of any kind. Any send-off of the wedding couple must be handled in manner which considers the other paying guests of the garden. NO BIRDSEED, RICE, CONFETTI ETC. MAY BE THROWN. Fresh flower petals and bubbles are allowed.

Clean Up and Removal

All garbage, decorations and ice must be collected and removed from the premises by vendor and/or renter. Garbage left out will result in damage deposit being withheld. All items must be removed two (2) hours after the start of the next business day. Airlie Gardens staff will not be responsible for any thing left in the garden. It is the renter’s responsibility to have everything removed.

Entertainment

The City of Wilmington noise ordinance is the guideline for music volume. No amplified music will be allowed passed 11 P.M. Should Airlie Gardens representative request sound volume be lowered, compliance is expected, second warning will be from the New Hanover County Sheriff’s Office or the Wilmington Police Department. Other garden guests and surrounding residents must be considered. No amplified music allowed in the Spring Garden Area after 9 P.M.

Damage Deposit

We hope that you will respect the beauty and serenity of the Gardens and leave them as you found them for others to enjoy. To accomplish this goal, we ask that you not pick or cut any plant materials or collect seeds. Provided the regulations of the entire contract have been properly followed, the \$700 damage deposit will be returned. The tent fee is non-refundable.

Cancellation

In the event that conditions are deemed unsafe for guest, staff, and/or facility due to circumstances beyond control of Airlie Gardens/New Hanover County, the event may be canceled by either party and all fees will be refunded.

LICENSE AGREEMENT
AIRLIE GARDENS

Date _____

I, _____ have read the rules and regulations
and do agree to comply with stated regulations.

Responsible
person(s): _____

Address _____

Phone # _____

FAX # _____

Email address: _____

Requested Event Date: _____

Time: _____

(Weddings only) Requested Rehearsal Date: _____

Time _____

Director's approval: _____