

ORTON PLANTATION VENUE RENTAL CONTRACT

Several scenic venues at Orton Plantation are available for special events from January 15th to December 15th. Luola's Chapel seats 120 people, the Pavilion can accommodate 140 people, the Greenhouse can accommodate over 200 people, the North Panoramic River Overlook can accommodate up to 300 people, and the South Panoramic River Overlook can accommodate up to 750 people. These picturesque settings are perfect for weddings, receptions, company retreats, family reunions, luncheons, showers, club meetings, birthday parties, and more. The following prices apply:

<u>Venue</u>	<u>Mon-Fri</u>	<u>Sat-Sun</u>
Luola's Chapel (2 time slots available: 9am-12pm, 12pm-6pm)	\$1,000	\$1,500
Pavilion	\$900	\$1,400
Pavilion and Greenhouse	\$1,400	\$1,900
Luola's Chapel and Pavilion	\$1,500	\$2,000
Luola's Chapel, Pavilion, and Greenhouse	\$2,000	\$2,500

<u>Venue</u>	<u>Before 6pm</u>	<u>After 6pm</u>
North Panoramic River Overlook	\$2,500	n/a
South Panoramic River Overlook	\$2,500	\$3,000

Note:

- Luola's Chapel, the Pavilion, and the Greenhouse fees each include access to the gardens.
- Greenhouse cannot be rented without the Pavilion.
- The North Panoramic River Overlook fee includes Luola's Chapel and access to the gardens.
- The South Panoramic River Overlook fee does not include access to the gardens.
- Small groups can picnic in various areas of the garden without additional fees or reservations.
- Functions larger than 750 people can be accommodated, please ask for details.

The following terms and conditions apply:

- 1) Orton is renting the space for an event. All arrangements for tents, decorations, catering, seating, etc. are to be made by the lessee. Orton will not provide generators, electrical cords, chairs, tables, or other equipment for the event.
- 2) Payments: To reserve a venue, this contract must be submitted and 50% of the fee must be paid. The remaining 50% of the fee and the list of vendors (#14 below) are due no later than 30 days before the event. These payments are not refundable.
- 3) Deposits: A refundable \$500 security deposit, in addition to the fees and payments noted above, is due no later than 30 days before the event. This deposit is to protect Orton Plantation property from damage, to provide clean-up if necessary, and to ensure timely removal of all decorations, trash, tents, or any other equipment supplied by caterers, florists, equipment rental companies, guests, etc. Such deposit will be returned, less any charges made at the discretion of Orton Plantation. Refundable deposits will be returned within two weeks after the event.
- 4) Access to Orton grounds: Once an event is booked, the grounds may be visited at no charge for planning purposes. Everyone must check-in at the Ticket Office, identifying the specific event and purpose of visit.

5) Rehearsals: A **one-hour rehearsal** may be scheduled prior to a wedding and should be strictly limited to the wedding party participants only. All rehearsal attendees must check in at the Ticket Office before driving to the gardens. If the rehearsal is planned for a day when another event is scheduled, the rehearsal must be scheduled as to cause no interference with the other event. Rehearsals must be completed by 6:00 pm.

6) Orton does not have a changing room for wedding parties or other events. There are two sets of restrooms available at Luola's Chapel and behind the Ticket Office, but they may not be blocked for long periods of time. Luola's Chapel may not be used as a changing room. Lessee(s) may want to bring an RV or small motor home to park behind Luola's Chapel or lessee(s) may erect a small tent behind Luola's Chapel.

7) Electricity: Electrical power (110V) is available at Luola's Chapel and the Pavilion, but generators (provided by lessee) must be used on both the North and South Panoramic River Overlooks.

8) Music: Music is allowed provided the noise level does not interfere with other visitors' and staff's enjoyment of the grounds. Speakers must be placed as to direct the sound away from the gardens and buildings. In the Pavilion speakers must face south or west. On the North Panoramic River Overlook, speakers must face south or east. Should Orton Plantation staff request volume be lowered, compliance is expected. If volume is not lowered, the event will be terminated by Orton Plantation staff.

9) Alcoholic Beverages: If alcohol is served at the event, the lessee(s) must secure a Limited Special Occasion Permit from the North Carolina Alcoholic Beverage Control Commission. A copy of the permit must be provided to Orton Plantation at least 24 hours prior to the event. Please note this application takes two weeks to process. You may call 919-779-0700 for information or print an application on-line at www.ncabc.com/permits.

10) Setting Up: Erecting equipment (tents, tables, chairs, etc.) may begin no earlier than noon (12:00 pm) on the day prior to the scheduled event and must cause no interference or inconvenience to another event scheduled on that day. Flowers and decorations may be installed the day of the event. Nothing may be nailed, tacked, stapled, or attached by any form of penetration to the interior or exterior walls or woodwork of the Pavilion or Luola's Chapel. Candles may not be left unattended. Only birdseed, fresh flower petals, or bubbles are allowed to be used for "send-off". It is the responsibility of the lessee(s) to inform their guests and vendors of these terms.

11) Cleaning Up: All trash, garbage, flowers, decorations, food, drink, etc. at Luola's Chapel, the Pavilion, and/or the North Panoramic Overlook must be removed from the grounds by 6:00 pm on the day of the event. For events at the South Panoramic River Overlook all trash, garbage, flowers, decorations, food, drink, etc. must be removed from the grounds by 11:00 pm on the day of the event. All equipment (tents, tables, chairs, etc.) at Luola's Chapel, the Pavilion, and/or the North Panoramic Overlook must be removed by no later than 12:00 pm on the day following the event. All equipment (tents, tables, chairs, etc.) at the South Panoramic Overlook must be removed by no later than 5:00 pm on the day following the event. Ice may not be dumped on the grass, shrubbery, or flower beds. Failure to comply with this regulation will result in forfeiture of all or a part of the security deposit at the discretion of Orton Plantation. It is the responsibility of the lessee(s) to inform their guests and vendors of these terms.

12) Departure: All persons associated with an event (guests and vendors) at Luola's Chapel, the Pavilion, and/or the North Panoramic River Overlook must depart no later than 6:00 pm the day of the function. For events at the South Panoramic River Overlook all persons associated with the event (guests and vendors) must depart no later than 11:00 pm the day of the function. Failure to comply with this regulation will result

in forfeiture of all or a part of the security deposit at the discretion of Orton Plantation. It is the responsibility of the lessee(s) to inform their guests and vendors of these terms.

13) Liability: Orton Plantation, LLC and Orton Longleaf, LLC and all of its owners and/or agents, shall not be held responsible, and are hereby expressly relieved from any and all liability, for the safety and/or security of any equipment brought to the property for the event. This includes, but is not limited to, tents, canopies, chairs, tables, linens, pianos, organs, food, etc. Orton Plantation, LLC and Orton Longleaf, LLC and all of its owners and/or agents, shall not be held responsible, and is hereby expressly relieved from any and all liability by reason of injury, loss, or damage to any person and/or property on or about the premises, however caused.

14) Vendors: **All vendors must be approved by Lessor.** No later than 30 days before the event, lessee(s) must provide a list of names, addresses, and phone numbers of any caterers, florists, musicians, event directors, equipment rental companies, and any other suppliers of goods and/or services for the event.

15) Lessee(s): For those who would like to rent a venue at Orton Plantation, please complete:

Name of Lessee(s): _____
Street Address: _____
City/State/Zip: _____
Daytime Phone Number: _____
Fax Number: _____
E-mail Address: _____
Type of Event: _____
Venues Requested: _____
Date: _____ Time: _____
Total Fee: _____
Estimated # of People: _____
Will there be a rehearsal: _____ Date/Time: _____
Name of Bride and Groom (if applicable): _____

16) Agreement: I/we, the Lessee(s) above, have read and agree to comply with the Terms and Conditions of this Venue Rental Contract and hereby reserve the venue noted above by making a non-refundable payment (50% of fee) of \$ _____ to the following Lessor:

Orton Plantation, LLC
9149 Orton Road SE
Winnabow, NC 28479
Phone (910) 371-6851
Fax (910) 371-6871
E-mail orton.office@ortonplantation.net

Lessee Signature: _____ Date: _____

Lessee Signature: _____ Date: _____