



Celebrating past, present and future

HeritageHouseVenue.com | email: heritagehouse@cavin-cook.com | 704.696.7083

Fax: 704.664.4112 • P.O. Box 977 • 494 East Plaza Drive • Mooresville, NC 28115

Reservation Form

EVENT CONTACT INFORMATION	
Contact Name	
Group/Organization	
Telephone Number(s)	
E-Mail	
Address	
	Street _____ City _____ State _____ Zip _____
EVENT DETAILS	
<input type="checkbox"/> Date of Event	_____/_____/_____
<input type="checkbox"/> Event Type	_____
<input type="checkbox"/> Number of Guests expected	# of Guests _____
<input type="checkbox"/> Reserved Time <i>NOTE: Reserve ample time for setup and clean-up of your event.</i> <ul style="list-style-type: none"> • <i>The hourly rate begins at time of setup and ends once the venue is cleaned up and everyone is out of the venue!</i> • <i>Client is financially obligated for the entire time reserved and any additional time you occupy the space.</i> • <i>You are NOT ALLOWED to setup before your reserved time.</i> <input type="checkbox"/> _____ 	Regular \$150/Hr Nonprofit \$125/Hr From: _____ (am / pm) To: _____ (am / pm)
<input type="checkbox"/> Event Diagram for table and chair setup. <i>Required 7 days prior to event</i>	Diagram: Y <input type="checkbox"/> N <input type="checkbox"/>
<input type="checkbox"/> Banquet Style Room Setup (Up to 120) Allows for aisle, buffet serving line, DJ area, dance floor, cake table and gift table 15 round tables / up to 8 chairs per table	# of Round Tables: _____ # of Chairs Per Table: _____
<input type="checkbox"/> Banquet Style Room Setup (Up to 200) Allows for food to be served from kitchen 25 round tables / up to 8 chairs per table	# of Round Tables: _____ # of Chairs Per Table: _____
<input type="checkbox"/> Theatre Style Room Setup (Up to 250) Number of chairs / Orientation: facing fountain (or) facing east wall	# of Theatre Chairs: _____ Orientation: _____
<input type="checkbox"/> Patio Setup (Up to 70 chairs) Number of chairs / Orientation <i>(If it rains, client is responsible for bringing items into venue from patio)</i>	# of Chairs: _____ Orientation: _____
<input type="checkbox"/> Number of tables for food, beverages or other needs	Display Tables: _____
<input type="checkbox"/> Alcohol / Type <i>If the event is free of charge, beer and wine can be served (not sold) and consumed without an ABC permit. The appropriate ABC Permit is required if hard liquor or fortified wine is served or consumed, if ANY alcoholic beverages are sold, or if an entry fee is charged for an event where alcoholic beverages are served or consumed. Appropriate permit(s) must be visible at event. A Mooresville police officer is required at all events where hard liquor is served or consumed. Client is responsible for obtaining the officer and the permit(s). See <u>Policies and Regulations</u> for additional information.</i>	Alcohol / Type _____
<input type="checkbox"/> Special Needs	



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EVENT FEE SUMMARY

<input type="checkbox"/>	Banquet Room w/Kitchen Regular Rental Fee (\$150/Hr x _____ of hours)	\$ _____
<input type="checkbox"/>	Banquet Room w/Kitchen Nonprofit Rental Fee (\$125/Hr x _____ of hours)	\$ _____
<input type="checkbox"/>	Rental Pieces <input type="checkbox"/> Camper \$200 <input type="checkbox"/> Pipe and drape \$50 first set (\$25 each additional set) <input type="checkbox"/> Led lights \$20/per <input type="checkbox"/> 8'x8' stage \$100	\$ _____
<input type="checkbox"/>	Rent Total <i>Required 30 days prior to event.</i> <i>Total amount is nonrefundable within 30 days of event</i>	\$ _____
<input type="checkbox"/>	Deposit Paid (50% of Rent Total) <i>Deposit is required to reserve the date. (Non-refundable)</i>	\$ _____
<input type="checkbox"/>	Final Payment/Balance Balance Due Date: _____/_____/_____ <i>Includes additional fees listed in ADDITIONAL FEES below.</i> REQUIRED 30 DAYS PRIOR TO EVENT. <i>Heritage House may cancel your reservation if payment is not made by due date.</i> <i>Total amount is nonrefundable within 30 days of event.</i> If space is occupied longer than reserved time fees for the extended time are due in full on the DAY OF EVENT. No exceptions.	\$ _____

ADDITIONAL FEES

<input type="checkbox"/>	Damage Deposit \$300 for parties, receptions, and banquets. \$150 for meetings. <i>See Policies and Regulations for additional information.</i>	\$ _____
<input type="checkbox"/>	Cleaning Fee \$200 <i>See Policies and Regulations for additional information.</i>	\$ _____
<input type="checkbox"/>	Move Date Fee \$25	\$ _____
<input type="checkbox"/>	Returned Check Fee \$45	\$ _____
<input type="checkbox"/>	Total	\$ _____

Cancellation Policy:

- In the event of a cancellation, the deposit is non-refundable. Contract cancellations must be made in writing or by email. Contract cancellations made prior to final payment will receive a refund on monies paid, less the non-refundable deposit. Cancellations made less than 30 days prior to event date will receive no refund.

By my signature below, I acknowledge that any information I have provided is accurate to the best of my knowledge. **I have read and understand the rules and regulations governing the use of the facility and agree that as rental contact, I am responsible for the group's or organization's compliance with the policies governing the use of the facility.** As well that all rental fee requirements need to be paid 30 days prior to my event, or the reservation shall automatically become void. I agree that my group or organization will assume all risks involved when using the facility and that materials brought into the facility for the event will be safe for use within the facility. I will also be responsible for informing my group or organization and vendors (such as caterers, DJs, etc.) of the Heritage House Rules and Regulations.

Photos of events may be used by Heritage House unless otherwise specified by Client.

Please Note: If you are using a credit card to pay for your Heritage House rental your credit card statement will display the charges as Cavin-Cook Funeral Home or Local Funeral Services Group Inc. instead of Heritage House.

Date: ____/____/____ Client Signature: _____

Date: ____/____/____ Heritage House Representative: _____



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Amenities

Our mission is simple: We want to help you create lasting memories in a beautiful setting. We will make it easy with amenities that are key to creating an event that is uniquely your own.

- 2,600 sq. ft. elegant banquet room with high ceilings and large arched windows
- Accommodates 200 guests banquet style when food is served directly from the kitchen to the tables
- Accommodates 120 guests banquet style when space is needed for buffet, DJ, dance floor, wedding cake, gift table, etc.
- Accommodates 250 guests theatre style (seating only)
- Convenient catering kitchen with large serving window, industrial food warming cabinet, industrial icemaker, sink, dishwasher, microwave, refrigerator, and abundant counter space.
- State-of-the-art audio-visual capabilities (including three HD viewing screens, microphones, sound capabilities and Wi-Fi)
- Adjoining patio with outdoor fountain (seasonal)
- Parking just steps from main entrance
- Convenient to 1-77 in the Lake Norman area
- Situated entirely on one level – no elevators, ramps, or steps to climb
- Setup of tables and chairs specific to client's needs
- A Heritage House attendant is available throughout your rental time for any needs that may arise



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Information

Tours and office hours:

- Tours are available by appointment, Monday, Wednesday, Friday 9:30am-5pm, and every other weekend 9:30am-5pm by appointment only.

Proof of nonprofit status is required for discounted rates:

- An applicant can prove that it is a nonprofit organization by providing a copy of a currently valid IRS tax exemption certificate.
- A military discount of 10% on the rental hour fee is available with a valid military ID.

Rental fee includes:

- Private use of the banquet room, catering kitchen and patio for the date and time reserved
- Setup of tables and chairs specific to the clients' needs (based upon the approved event diagram by client 7 days prior to event)
- Reserve ample time for your event which includes the time needed for setup and clean up
- We require all events to be concluded and clean up completed by end time of the contracted event.

Not included in the rental fee:

- Heritage House staff are not available to serve food or beverages during the event. It will be client's responsibility to insure that someone will fulfill those duties.

Cancellation Policy:

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Ethics:

- Heritage House is for family friendly events. Management has the right to cancel parties that do not adhere to the moral ethics of the Heritage House.

Kitchen:

- The catering kitchen provides a large serving window, industrial food warming cabinet, industrial icemaker, sink, dishwasher, microwave, refrigerator, and abundant counter space. Heritage House provides garbage cans and bags. Client is responsible for supplying cups, plates, napkins, utensils, serving dishes etc.
- Caterers should supply their own Chafing dishes with fuel canisters to keep food hot.

Alcohol is allowed within guidelines:

- If the event is free of charge, beer and wine can be served (not sold) and consumed without an ABC permit. The appropriate ABC Permit is required if hard liquor or fortified wine is served or consumed, if ANY alcoholic beverages are sold, or if an entry fee is charged for an event where alcoholic beverages are served or consumed. Appropriate permit(s) must be visible at event. An off-duty Mooresville police officer is required at all events where hard liquor is served or consumed. Client is responsible for obtaining the officer and the permit(s). See Policies and Regulations for additional information.

Catering options:

- Client may use the caterer of their choice, or you may cater your event.

Table and chair coverings:

- Client may bring their own table/chair covers, or vendor of client's choice may provide them.
- It will be your responsibility to have the table/chair coverings placed on the furniture for the event, and the removal by end of the contracted time.



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Policies and Regulations

Advertising

Heritage House, *unless notified in writing*, does reserve the right to use any photography, video, or drone footage from an event for promotional uses like advertisements, social media, brochures, etc. Photos will not list names and will primarily focus on the property, building, and décor rather than clients and their guests. By signing below, Client and Client’s guests shall be deemed to have consented to the use of their image and likeness by Heritage House for any purposes stated hereinabove.

Initial _____

Alcohol

Heritage House must be notified if alcohol will be served during an event. No one under the age of 21 will be served or allowed to consume alcohol on property grounds. Proper ID is required at all times. **Alcohol may only be served during the times stated on the permit, serving during any other time will result in event being stopped/canceled with no refund. Bar service can last no more than 6 hours and must end 1 hour prior to contract end time of event.**

If the event is free of charge, beer and wine can be served (not sold) and consumed without an ABC permit. The appropriate ABC Permit is required if hard liquor or fortified wine is served or consumed, if ANY alcoholic beverages are sold, or if an entry fee is charged for an event where alcoholic beverages are served or consumed. Appropriate permit(s) must be visible at event. An off-duty Mooresville police officer is required at all events where hard liquor is served or consumed. An off-duty police officer will be required at \$35 per hour and \$45 per hour for holidays. It is the responsibility of the Client to obtain and finance the service of the police officer and the cost of the permit(s). Client will need to obtain any required permits prior to the date of the event.

To obtain permits go to: <http://abc.nc.gov/> . We recommend applying for permits promptly to allow time for application to be processed prior to event. The minimum application time frame by the State of NC is 14 days from event date. However, they can get backed up in the permitting department. Allow ample time.

All alcohol must be mixed drinks; no shots allowed. If Client chooses to have liquor, the liquor provided by client must be in the control of the contracted bar service for the entire event. Remaining liquor will be released to the Client following the event. These guidelines are to ensure the safety of all guests.

The Heritage House or Client has the right to refuse bar service to any individual. Prior arrangements should be made for a designated driver, taxi, shuttle, or limo service for all guests who are intoxicated and unable to drive. Heritage House and our staff are not responsible for monitoring event guests and the amount of alcohol consumed. We encourage those who are intoxicated to use alternate transportation.

Initial _____

Booking, Payments

A 50% **non-refundable** deposit and a signed contract are required to secure event date. Signing the contract and paying the deposit, reserves and holds the date exclusively for event. The remaining balance is due 30 days prior to event date. This includes the fees associated with the venue rental, damage deposit, and any additional rentals being provided by Heritage House. We accept cash, check, and all major credit cards as forms of payment.

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Cancellations

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In regard to an unforeseen event, Heritage House reserves the right to terminate the contract at any time for any reason with a full refund issued to the client. If an incident occurs which makes it impossible for Heritage House to fulfill the terms of this contract, whether accident or Act of God, client will hold Heritage House harmless for damages incurred due to said accident or Act of God. Heritage House acknowledges that in said event, everything within their power will be done to fulfill the terms of this contract but Heritage House cannot be held liable if they cannot fulfill the terms in part or in full. Acts of God including flooding and inclement weather, or other causes beyond the reasonable control of the Heritage House. Heritage House will be responsible for a maximum liability of the cost of the rental.

If postponement of event is due to government mandates or extreme circumstances, Heritage House and client will agree to new terms and new date. Deposit will be moved **once** at no penalty to an available date. New date must be within twelve months of original date. This is at the discretion of Heritage House management.

Initial _____

Capacity

The main reception space will seat 120 guests with aisle, buffet serving line, DJ area, dance floor, cake table and gift table a dance floor, 200 (tables and chairs only), or 250 theatre style (chairs only). The outdoor patio (Gathering Place) can accommodate 70 seated guests if used for ceremony purposes. Client's venue booking includes seating for up to 250 guests. Available for use are 25 five-foot round reception tables, three high top tables, 10 six-foot long tables and up to 250 white folding chairs for the ceremony.

A Private Dressing Suite (Camper), available for additional fee, is best suited for members of the bridal party in addition to immediate family, hair and makeup, photography staff, etc. Please keep in mind that the suite (Camper) should be well taken care of during event. Client's damage deposit will be applied to any damages or things broken/needng replaced, missing, etc.

Initial _____

Cleaning

Client is expected to clean up all trash, food, and beverage containers in the bridal suite (Camper) and place in the trash cans provided. Client is responsible for removal of all trash, food, and beverage in the catering kitchen and in reception spaces and place in the containers provided. Client will find a list posted in the kitchen which details their responsibilities for cleanup (trash removal, mopping of floor, cleaning sink, wiping down of counters in kitchen, bar clean up, wiping out refrigerator, etc.). The client is also responsible for removing all decorations, flowers, personal belongings, etc. by midnight. **Failure to take care of these things as outlined will result in deductions from damage deposit.**

The cleaning fee that is included in the cost of the booking covers, not only the cost of cleaning the interior of the facility at the end of the event, but also the outside areas such as patio, entrance, parking area, etc. **Client hired companies are not allowed in lieu of this fee.** If there are extreme cases that require more in depth or other professional services to be needed i.e., carpet cleaning due to spills or mud, guests have become sick, there has been an incident that resulted in damage, etc., an additional cleaning fee will be charged and deducted from the damage deposit.

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Conduct

Clients, their guests, and their vendors are expected to treat the facility and its furnishings, landscaping, and equipment with respect and care. Client understands that they are ultimately responsible for the behavior and actions of their guests and vendors and assume all financial liability.

Please restrict all vehicular noise including honking or loud music when exiting property. Firearms are not permitted on the property at any time unless carried by off duty police officers or officers hired for security.

Initial _____

Damage Deposit

At the final appointment 30 days prior the event, a damage deposit of \$300 is required along with final payment. Unless noted upon check-in/arrival, the facility is assumed to be in good condition by the client. When event is over, housekeeping and maintenance will clean and go over the property. If any damages are found or any property is missing, the deposit will be applied to those damages. Any additional charges beyond the amount of the damage deposit, will be billed to the client who is solely responsible. If all is left as found upon arrival, the entire deposit will be returned within 10-15 business days of event. Examples of damages include, but are not limited to, the following: smoking or vaping inside the building, pets inside building, bodily fluids, damage to rugs or walls, objects stolen from facility (art, lamps, accessories, kitchenette supplies, etc.), cars driving through areas not designated and damaging landscaping, sprinklers, etc.

Initial _____

Day of Timeline

On the day of the event, the client will have access to the property/facility for the time allotted on the contract. We require that events should end at least **one hour** prior to end of event rental to allow vendors the opportunity to break down and clean up before end of allotted event time. **There will be an additional hourly fee of \$150/hour charged if quests and vendors are not out by contracted time.**

Initial _____

Decorations

Fireworks and Chinese lanterns are not permitted. Fog/Smoke machines are prohibited. We do not allow any type of paper, for example confetti, to be used indoors or outdoors. No silly string, glitter bird seed, rice, seeds, etc. are allowed. Candles are allowed but must be enclosed in glass. No tape or thumb tacks may be used inside or outside to fasten decorations to the windows or walls. Nails or screws are not allowed to attach flowers/décor to windows, walls, mantels, etc. Please ask for suggestions or assistance. Asking forgiveness afterwards versus permission before hand may result in a deduction from damage deposit.

Initial _____

Landscaping

We take great pride not only in our building but also the surrounding grounds and drives. We daily maintain the landscape and do our very best to keep it as immaculate as possible. We cannot guarantee the appearance of the landscaping regarding flowering plants/trees, mulch, lawn, sidewalks, etc. Additionally, we aerate and seed each year, as well as provide new mulch/pine straw in the spring and fall. These things happen annually but not necessarily the same dates each year as these things are dictated by weather and our event schedule. We are unable to give an exact date for the scheduling of these events and will not adjust our schedule around a specific event date. The fountain water features is seasonal in its use. **Under no circumstances no food, drink or other debris should be placed in fountain, failure to comply will be reflected in damage deposit.** That said, we will always strive to make Heritage House a place that we are proud to share with guests.

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Music and Noise

All amplified music must be turned off by 11 pm. We do not want to disturb our surrounding neighbors. Speakers are allowed outside of the main building during the ceremony and cocktail hour ONLY. All DJ's and bands must be setup inside the building unless given permission by Heritage House management. The music level will be monitored by Heritage House staff, and they do reserve the right to turn down the volume at any time.

DJ equipment must not present a tripping hazard. DJs and vendors must use preventive measures to prevent tripping hazards.

Initial _____

Parking

Guests should park in the large parking area to the left of the building. Designated handicap parking is provided to the side of the building by the side entrance. Unless raining, vendors should park and unload at kitchen or main entrance. If raining, they are welcome to use the covered, main entrance in a timely manner and then move their vehicles to allow other guests to use the main entrance. Cars should not be left in the driveway leading to and from the main entrance. If clients have more than 150 guests, client may need to provide a parking attendant may be needed to help assist and park cars.

Initial _____

Rentals

Additional rental pieces can be provided by Heritage House or by the client. If Heritage House provides rental items, the rentals must be determined at the final meeting 30 days out. If client provides rentals, delivery and pick up times of rentals must be cleared with the management at Heritage House. In addition client must be on site to sign for and receive rentals.

If Heritage House provides additional rentals staff will make sure selected items are ready and available. Client will be responsible for decorating tables, chairs, etc. Please see chart below with additional rentals that may be provided as well as pricing.

Initial _____

Pricing and items for rental pieces below:

(Pictures and items available for viewing upon request)

Item	Quantity available	Pricing
Adjustable pipe and drape	6 sets	\$50 for first set \$25 for each additional set
LED up lights	8	\$20 each
8' x 8' stage	1	\$100
Bridal Suite (Camper)	1	\$200



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Setup and Break Down

Our staff will setup based on approved event diagram. The number and placement of tables and chairs will be decided at final meeting 30 days from event. A diagram will be provided with the placement discussed so that everyone is on the same page the day of the event. Any changes to the final plan would need to be made in writing. **All changes must be submitted at least 10 days prior to the event.**

Heritage House staff will break down any tables and chairs necessary at the conclusion of contracted event. If client has rented linens from an outside source, they are responsible for collecting those at the end of the contracted event. Rentals like tables, chairs, tents, heaters, etc. provided by client must be picked up by end of contracted rental time.

Initial _____

Tours

Tours are available and must be scheduled ahead of time. If you have multiple vendors who need a tour to finalize details, we suggest coordinating with everyone and doing one joint meeting. If you would like to bring family or friends to see the property, we are happy to accommodate but visits must be scheduled.

Initial _____

Smoking/Vaping

This is a smoke-free building. No smoking or vaping are allowed inside the building at any time. Ashtrays are provided outside in several places that will not disturb other guests. Cigarette butts should be discarded in the provided ashtrays only. **If our staff has to clean up after smoking guests, it will be reflected in your damage deposit.**

Initial _____

Weather Policy

We hope that everyone gets the perfect weather day. That being said, if client event plans to use outdoor patio, a "Plan B" should be discussed at final meeting 30 days prior to event. Our staff must be given a minimum of 24 hours notice prior to event that client intends to use the "Plan B". In the event of Inclement weather the client is responsible bringing items into the venue from patio.

Initial _____

Vendors

While we do not require that clients use any particular vendors, we do require that clients use vendors who are self-insured. A preferred vendors list will be provided to help assist clients in finding vetted, reliable, professional vendors that will make day run smoothly and beautifully. At the final meeting 30 days out, the client is responsible for providing Heritage House coordinator names and contacts of all vendors providing services.

Vendors shall be required to hold harmless, indemnify, and defend Heritage House from all liability arising from the vendor use of the property, including payment of the stated indemnified parties' reasonable attorney fees and costs incurred in defense of any actual or alleged liability.

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Waiver of Liability, Assumption of Risk, and Hold Harmless and Indemnification Agreement and Release

Concurrent with the execution of acknowledgement of these policies and procedures, clients will be required to execute a Release and Waiver of Liability, Assumption of Risk, and Hold Harmless and Indemnification Agreement and Release.

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND HOLD HARMLESS AND INDEMNIFICATION AGREEMENT AND RELEASE

FOR AND IN CONSIDERATION of the privilege of access granted by Heritage House, Cavin-Cook Funeral Home (collectively the "Released Parties") to Responsible Party (identified below), and any of Responsible Party's guests, including minor children, (collectively "Responsible Party's Guests"), to enter or participate in any way in, around, or on the property and improvements located on certain portions of real property known as 494 E Plaza Dr, Mooresville North Carolina (the "Premises") which is owned by Local Funeral Service Group Inc, Responsible Party and Responsible Party's Guests release and discharge the Released Parties, as well as any of their trustees, owners, officers, agents, employees, and assigns, of and from any and all past, present and future actions, causes of action, claims, demands, damages, costs, loss of services, expenses, compensations, third-party actions, suits at law or in equity, including claims or suits for contribution and/or indemnity, of whatever nature, and all consequential damage on account of, or in any way growing out of any and all known and unknown personal injuries, death and/or property damage resulting or to result from the presence or activities of Responsible Party or Responsible Party's Guests in, on or around the Premises.

Further, the undersigned agrees as follows:

1. Responsible Party and Responsible Party's Guests acknowledge the nature of the Premises and understand that Responsible Party and Responsible Party's Guests will be exposed to manmade structures, natural landscapes, wildlife, and the elements. Responsible Party and Responsible Party's Guests understand that Responsible Party and Responsible Party's Guests may encounter animals while on the property and their behavior can be unpredictable.
2. Responsible Party and Responsible Party's Guests FULLY UNDERSTAND that as with any natural setting, the Premises may have an assortment of hazards that are constantly changing and could potentially involve serious bodily injury to Responsible Party and Responsible Party's Guests, up to and including death. Such hazards include, but are not limited to, uneven ground, dangerous terrain, wild animals, potholes, domesticated animals, sharp or jagged edges, infectious diseases, ticks and other parasites that could potentially carry diseases, etc.
3. With full knowledge of the potential hazards, Responsible Party and Responsible Party's Guests HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUMES ALL RESPONSIBILITY FOR THE LOSSES, COSTS AND/OR DAMAGES FOLLOWING SUCH INJURY, DISABILITY, PARALYSIS OR DEATH.
4. As Responsible Party and Responsible Party's Guests who are seeking out the use of the Premises by and through the Released Parties, Responsible Party and Responsible Party's Guests HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the Released Parties FROM ALL LIABILITY TO THEM, AS WELL AS TO ANY MINOR CHILD UNDER THEIR GUARDIANSHIP, as well as to our and the minor's personal representatives, assigns, heirs, and next of kin, FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON ACCOUNT OF ANY INJURY TO THEM OR TO ANY MINOR, including, but not limited to, death or damage to property.



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Contract of Services

I, _____, am the responsible party and main contact for our event on _____, 20__ at the Heritage House. I have read, understand, and agree to the terms and conditions stated in the contract provided.

Signature of Responsible Party:

Date Signed:

I, _____, have read and understand all terms of this agreement including, but not limited to, requirements and restrictions, pricing and rental detail. I understand the terms of payment, the amount due for deposit and for remaining balances. Payment is accepted in the forms of cash, check, and credit card .

Heritage House reserves the right to terminate the contract at any time for any reason with a full refund issued to the client. Any dispute over the content of this contract must take place in Iredell County, NC. Heritage House shall be released of its obligations to perform this agreement in the event of Acts of God including flooding and inclement weather, or other causes beyond the reasonable control of the Heritage House. Heritage House will be responsible for a maximum liability of the cost of the rental fee only.

Signature of Responsible Party (Required):

Date Signed (Required):

**Agreed to by _____, Heritage House Representative
on the ____ day of _____, 20__**

***Please initial all pages and sign all required areas. Please include all pages when mailing or emailing the contract and retain a copy for your records.**



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Damage Deposit Contract

Thanks so much for choosing Heritage House for your event venue. We would like to provide you with a few reminders concerning the designated rental time and the cleanup procedures that are to be followed. Please follow all rules and leave the space clean without damages to help insure the quick and full return of your damage deposit.

- Prior to your event, a staff member will walk through with you or someone to speak on your behalf, please make note of any damages noticed and sign and date this form.
- After the event, a staff member will walk through with you or someone to speak on your behalf, please make note of any damages noticed and sign and date this form.
- If you will not be available to sign this form, at the start and /or end of your event, it is your responsibility to designate a person to sign on your behalf. **(Failure to do so may result in forfeiture of damage deposit)**
- If any damages are found after signing off on this form, clients are still responsible for damages found later.

Please note:

- No decorations or items of any kind shall be attached to walls, lights, floors, blinds, ceilings, doors, or tables
- Confetti, glitter, birdseed, and rice are prohibited inside and outside the facility
- No Smoke Machines allowed in the facility
- All trash must be picked up from room(s), buildings, and grounds and placed in garbage cans behind the funeral (event attendees will direct you to the trash cans if needed).
- All spills in room(s) must be cleaned up immediately
- All clean up must be completed and all persons out of the facility by your designated time.

Client information:

Client/Group: _____

Event date: _____

Rental time frame: _____

Refund check information (Must match information on license) *Checks will be mailed.

Name: _____

Address: _____

Person designated to walk through at start time: _____

Person designated to walkthrough at event end time: _____

Prior to event Client or designated person list any damages noticed.

Notes:

Sign: _____

Date: _____

Staff: _____

Date: _____

After event, Client or designated person please sign below that the venue was left in good condition.

Sign: _____

Date: _____

Staff: _____

Date: _____

Notes:

**NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION**

Fee Paid: _____
Date _____
Rec'd: _____
Rec'd By: _____
Temp #: _____

400 East Tryon Road
Raleigh, NC 27610
www.abc.nc.gov
919-779-0700

Application #: _____
Approved: Rejected:
By: _____
Date: _____

**APPLICATION FOR SPECIAL ONE-TIME PERMIT
FOR THE SALE OF ALCOHOLIC BEVERAGES**

Application Instructions:

1. Complete this application in its entirety. Please print clearly.
2. Application must be **notarized**.
3. The fee for the Special One-Time permit is **\$50.00** and must be submitted by certified check, cashier's check or money order and must be made payable to the **North Carolina ABC Commission** (*may be abbreviated as NC ABC*) or by credit card (Visa, MasterCard, Discover). **PERSONAL CHECKS ARE NOT ACCEPTED AND THE APPLICATION WILL BE RETURNED.**
4. The applicant must notify local law enforcement of the event taking place in their jurisdiction. A representative of the Local Law Enforcement agency must complete the appropriate section on this form before submitting to the Commission.
5. A Special One-Time permit is issued for one event and cannot be used for multiple events.
6. The completed application must be submitted at least fourteen (**14**) days prior to the scheduled event.

I hereby make application to the North Carolina Alcoholic Beverage Control Commission for a Special One-Time permit allowing the sale or service of alcoholic beverages at the event described below:

Please check the applicable boxes regarding your organization and event:

We are a: Nonprofit Organization Political Organization / Candidate Municipality

Requesting authorization to: Sell Serve Permit Brown-bagging
(Check all that apply)

At a ticketed event, the following: Malt Beverages Wine Spirituous Liquor
(Check all that apply)

The following documents are required in addition to the completed application:

1. Lease or rental agreement between the applicant organization and the owner of the premises.
2. Diagram of the actual premises showing all entrance, exits, bar areas and where consumption and/or sale will take place.
3. If a nonprofit organization, documentation to show the organization is exempt from taxation under the appropriate subsection of Section 501(c) of the Internal Revenue Code or is exempt under similar provisions of Chapter 105 of the North Carolina General Statutes.
4. Purpose of the fund raiser and recipient of funds raised.
5. Certified copy of the criminal record check of the applicant obtained from the Clerk of Court in the county where the applicant resides.
6. A political party, as defined in NC General Statute 163-96(a)(1) or a campaign organization which has properly filed and has had a person certified as a candidate.

Name Of Organization or Candidate: _____

How are you affiliated with the organization? _____

County where the event will take place: _____ City (if inside city limits): _____

Event location name: _____

Address of event location: _____
Street Address City State Zip Code

Date(s) of event: _____ Estimated Attendance: _____

Event times: Begin Time: _____ AM/ PM End Time: _____ AM/ PM

Website and/or social media where event is promoted / advertised: _____

Name of Person who will be present at the Event (if not the applicant): _____

NOTE: A Limited Special Occasion permit allows the host of a function to furnish liquor and fortified wine to invited guests, free of charge. Guests are not permitted to bring their own liquor. There can be no charge or fee to attend the function. Any money collected for the event or during the event constitutes an illegal sale of alcohol and violators will be subject to criminal prosecution. If any violence occurs, you must contact local law enforcement.

I have read the above & agree: _____ Type of Event: _____
Signature of Applicant

I certify under oath or affirmation that:

- I am not the owner or possessor of the event premises applied for.
- I am not less than the age of 21.
- I have not been convicted of a misdemeanor controlled substance offense or alcoholic beverage offense within the past two (2) years.
- I have not been convicted of a felony within the past three (3) years, and if convicted of a felony before then, I have had my citizenship restored.
- I have not had an alcoholic beverage permit revoked within the past three (3) years.
- I have the written permission of the owner of the property to serve alcoholic beverages.
- The information on this application is correct to the best of my knowledge.
- I understand that failure to abide by the ABC laws may result in the immediate revocation of my privilege to possess or serve alcohol.

Signature of Applicant

State of North Carolina, County of _____

I certify that _____ personally appeared before me this day and acknowledge the due execution of the foregoing document. Witness my hand and official seal, this _____ day of _____, 20_____.

Notary Public Signature My Commission expires: _____

(or other person qualified by law to administer oaths)

(NOTE: MUST BE STAMPED OR SEALED BY NOTARY)

PLEASE MAKE A COPY OF APPLICATION AND OTHER DOCUMENTS PRIOR TO SUBMITTING THEM TO THE COMMISSION

FORWARD THIS APPLICATION, FEE(S) AND REQUIRED DOCUMENTS TO:

If sending USPS, Express Mail, FedEx or UPS:

NC ABC COMMISSION
400 EAST TRYON ROAD
RALEIGH, NC 27610

As an alternative for US Postal Service (regular delivery):

NC ABC COMMISSION
4307 MAIL SERVICE CENTER
RALEIGH, NC 27699-4307

MOORESVILLE POLICE DEPARTMENT
Request for Extra Duty Police Officer(s)

Rates of Pay – Minimum Charge is 3 Hours Per Officer

- \$35.00/hour – Police Officers Holiday Rate - \$45/00 – Police Officers
- \$45.00/hour – Supervisors Holiday Rate - \$55.00 – Supervisors

Requirements – One Officer is required per 150 people regardless of age. One Supervisor is required for every 3 officers working the extra duty event

Number of Officers Requested – Non-Holiday: _____ X \$35/hour = \$ _____
Number of Supervisors Required – Non-Holiday: _____ X \$45/hour = \$ _____

- Payment is expected up front at the time of event in cash or check if pre-approved
- Cancellations must be made at least 48-hours in advance, otherwise full payment is required

Holidays per the Town Calendar are as follows:

<i>New Year's Day</i>	<i>MLK Birthday</i>	<i>Good Friday</i>	<i>Easter</i>	<i>Memorial Day</i>
<i>4th of July</i>	<i>Labor Day</i>		<i>Veteran's Day</i>	<i>Thanksgiving</i>
<i>Black Friday</i>	<i>Christmas Eve</i>	<i>Christmas Day</i>		

Number of Officers Requested – Holiday: _____ X \$45/hour = \$ _____
Number of Supervisors Required – Holiday: _____ X \$55/hour = \$ _____

Requester Information

Name: _____ Contact Number: _____
Email Address: _____
Event Name: _____
Description of the Event: _____
Date of Event: _____ # of Attendees (including children) _____
Venue Address: _____
Start Time: _____ End Time: _____
Officer requested for traffic/security/other: _____
Recurring Event: Yes No If yes, please describe recurring pattern: _____

(If your event is recurring, it is up to you to notify us if there are any changes at least 48 hours prior to the next scheduled event)

Signature: _____ Date: _____

Please fax completed form to 704-662-8151 or you can email the form to mpdoffdutyrequests@mooresvillenc.gov. Requests **will not** be accepted without a completed form.

For questions please call 704-658-9009.