



*Celebrating past, present and future*

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## Policies and Regulations

1. Reserving Heritage House for an event requires the following: a completed reservation form signed by the Lessee and a Heritage House coordinator, a security deposit, a deposit of 50% of the total rental fee. The remaining 50% balance of the rental fee is required 30 days prior to use of the venue. If balance of rental fee is not paid, the reservation shall automatically become void. The security deposit is returned to lessee within thirty (30 days) after event if lessee has abided by the policies and no damage has resulted in the use of the facility. A \$45.00 fee will be charged for all returned checks. The venue can be reserved up to one year in advance, dependent upon availability. Lessee is financially obligated for the entire time reserved. Refunds are not given for unused time.
2. To receive the nonprofit rental rate for an event, proof of nonprofit status relative to the event is required. An applicant may show that it is a nonprofit organization by any of the following means: **(1)** Proof that the IRS recognizes the organization as a 501(c)(3), **(2)** A statement from a State taxing body or the State attorney general certifying that: The organization is a nonprofit organization operating within the State, **(3)** A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant, **(4)** Any item described in (1) through (3) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.
3. Lessee must be 18 years of age or older. An adult chaperone 21 years of age or older must be present during any youth related events.
4. Cancellations made **up to** 90 days prior to the event are entitled to a refund of the deposit and any rental fees paid. Cancellations made **within** 90 days of the event forfeit the deposit paid.
5. Heritage House provides set up and tear down of Heritage House tables and chairs. Any other furniture set up or additions to the space for an event are the responsibility of the Lessee.
6. Heritage House should be informed of any additions that will be made to the venue during the event.
7. Food preparation: Cooking is not allowed unless contained within a food truck.  
**Inside the venue** – The catering kitchen is not equipped for cooking therefore it should not be used in that manner. The Catering kitchen is fully equipped for warm and cold food storage and service. Food warmers are provided to keep food warm that is already warmed prior to arrival. Caterers should supply their own Chafing dishes with fuel canisters to keep food hot. Meal-related serving and eating utensils are not supplied. Lessee or caterer must furnish all supplies needed for food preparation, serving and consumption.  
**Outside of the venue** – Cooking is not allowed on the grounds of the Heritage House. Cooking is only allowed within food trucks.
8. Electric devices used at the facility must require no more than 110v outlets and approved by Heritage House administration.
9. Heritage House must be notified if alcohol will be served during an event. Beer and wine can be served and consumed without an ABC permit. Hard liquor can only be served and consumed with an ABC permit. An off-duty Mooresville Police Officer and ABC Permit are required at all events where hard liquor is served or consumed. Permit must be visible at event. It is the responsibility of the Lessee to obtain and finance the service of the police officer and the cost of the permit. If your event requires a permit you will need to obtain the permit prior to the date of your event. To obtain your permit go to: <http://abc.nc.gov/>. We recommend applying for your permit promptly to allow time for your application to be processed prior to your event.
10. NO decorations of any kind shall be attached to walls, lights, floors, ceilings or doors unless specifically permitted by Heritage House administration.
11. Confetti, glitter, birdseed and rice are prohibited inside and outside the facility.
12. Fog/Smoke machines are prohibited.
13. Open flames are discouraged - votives, lanterns and hurricane containers are preferred.
14. Lessee must leave the venue in the same manner in which it was found.
15. Use of any tobacco products inside the facility is prohibited. Smoking is allowed on the patio.
16. Only service animals are allowed inside the facility unless approved by Heritage House administration.
17. Weapons, except those carried by Police are prohibited.
18. Lessee must observe and obey all laws set by federal, state and civil jurisdictions.
19. Lessee is responsible for all damage, accidents or claims occurring in the facility by any act, omission, default, subcontractors, employees, patrons, guests admitted to facility by Lessee, or by negligence of the Lessee during the event. If damage is done to the facility Lessee will pay the cost of restoring the facility to the condition it was at the commencement of the lease. Heritage House will not be held responsible for injuries to any persons using the facility or to any vehicles parked on the Heritage House property. Lessee assumes all responsibilities and liabilities associated with the serving of or consumption of alcoholic beverages at their event. Lessee assumes all responsibilities and liabilities associated with the use of the facility during the event.
20. Heritage House is not responsible for any property that is lost or stolen during the event rental.
21. Lessee is responsible for informing his/her group or organization and vendors (such as caterers, DJs, etc.) of the Heritage House Rules and Regulations.

*Any person or group violating the Heritage House Rules and Regulations is subject to eviction from the premises and prosecution under the law, if necessary. In addition, Lessee's security deposit will be subject to forfeiture. Obvious misuse of the facility may result in the forfeiture of future reservations.*