

## Thomas Wolfe Memorial State Historic Site Special Use Permit Policies

Thank you for choosing the Thomas Wolfe Memorial for your event. The Memorial is a state-supported institution that receives private support from the community for preservation and education programs. The historic structures, visitor center, and objects in our care are national treasures, and their protection is the responsibility and first priority of the Site staff. The use of Site grounds and facilities for special events is made available to groups, individuals, corporations, agencies of the State, and nonprofit organizations (hereinafter "Permittee") under specific conditions outlined below, for the purpose of making the Site and its programs more widely known and available to the public. The fees charged offset the operating costs of the institution.

### **Event Information:**

1. Events may be held from Tuesday through Saturday 5:00 p.m. until 11:00 p.m. on the Site grounds, in the visitor center, auditorium, or designated rooms on the 1<sup>st</sup> Floor of the historic house. The Thomas Wolfe Memorial observes all State holidays and is not available for use on those days. Events will not be scheduled which conflict with after hour events scheduled by the Memorial or that might interfere with the scheduled programs held on the Site during normal operating hours.
2. All uses are subject to approval of the Historic Site Manager. The Site reserves the right to refuse events on the basis of unlawful conduct, availability of facilities, or safety of the proposed event as it pertains to the preservation of the Site or as determined by Site representatives.
3. Permittee shall conduct the event in an orderly manner and in full compliance with all applicable laws, rules and regulations. The Site reserves the right to conclude any event at any time due to inappropriate or undesirable behavior by Permittee or Permittee's guests as determined by Site staff. Such cancellation shall result in forfeiture of all monies paid to the Site by Permittee.
4. Permittee shall provide the name of one designated contact person for event arrangements and management. This contact person shall be present during the setup, event, and cleanup period. Permittee's designated contact person must remain on premises until all invited guests have departed.
5. A Site representative will be present throughout the event period for the safety of the guests as well as the safety and security of Site facilities. The Site representative is under the direct supervision of the Historic Site Manager.
6. Permittee shall not exceed maximum occupancy per rental area. See price guide for maximum occupancy per area.
7. Event guests must evacuate the facility immediately if fire alarm sounds. Event guests may not re-enter the facility until all clear is given by Site personnel.
8. Children attending events must be under parental supervision at all times.
9. Smoking is prohibited on the Site. Food and beverages are not allowed in the Visitor Center's exhibit gallery or in the historic structures.

10. The site will not be responsible for any items or property belonging to Permittee, their agents, or guests that are lost, stolen, damaged or destroyed while on the Site.
11. Permittee holding events at the Site must have all invitations, posters and advertizing approved by Site staff prior to printing. This ensures the appropriate use of the Site name, as well as accuracy of Site information.
12. All entertainment must be approved with the Special Use Permit Application. Amplified music is discouraged in respect for surrounding residential neighbors.
13. Site installations, signs, and exhibits shall not be moved or dismantled for events.
14. Parking at Thomas Wolfe Memorial and surrounding are limited. It is recommended that guests use one of several of the city's public parking lots within a short walking distance to the Site. The few spaces adjacent to the Visitor Center are restricted to site visitor, staff use, and for delivery personnel until 5:30 p.m.
15. The controlling authority for Site facilities shall be Director of the Division of Historic Sites, North Carolina Department of Cultural Resources. Upon written request from the applicant the Historic Site Manager may waive some fees, insurance, and services requirements.

#### **Reservations, Fees, and Services:**

1. The reservation is confirmed when the Special Use Permit Application is completed and signed by the Historic Site Manager, a sample invitation or announcement of the event is approved prior to printing, and;
  - a. A nonrefundable deposit of 50% of the permit fee is received. 50% of the balance is to be paid two weeks prior to the event.
  - b. The Site accepts cash and check deposits. Any check returned for insufficient funds, or any other reason, shall be assessed a returned check fee in the amount of (no less than) \$25.00, but (no more than) \$35.00 pursuant to North Carolina statute. Payment for the returned check and any collection fees associated with the collection of the check must be paid by certified cashier's check or money order.
  - c. Liability for and promise to pay collection expenses if the Site considers it necessary to refer all or part of the unpaid delinquent account, including principal and any interest or late fees as evidenced by this agreement, to an attorney or collection agency for collection, shall be the Permittee's liability and shall pay the Site the attorney fee and/or collection agency fee resulting from the referral.
2. Permittee is not permitted to charge guests an admission fee for use of State facilities.
3. Overtime charges of \$75.00 per hour may be incurred if the event exceeds its scheduled booking time.
4. North Carolina sales tax (7%) will be charged unless tax exempt forms/ID # is provided with the Special Use Permit Application.
5. The Permittee and their agents are responsible for set-up and clean-up of all property and items used in the event. Set-up and clean-up is to be done within the

- agreed event period and ensure the Site is restored to its original condition after the event conclusion. Failure to comply will result in overtime charges.
6. An Asheville Police officer or Buncombe County Sherriff's Deputy is required to be present for events serving alcohol.
  7. Limited audiovisual equipment, chairs and tables are available on the site. Requests to use this equipment must be submitted with the Special Use Permit Application.
  8. If Permittee secures additional event equipment, Site staff is not responsible for moving, setting up, taking down, or storing these items. Any such equipment and agents secured to provide this equipment shall be listed on the Special Use Permit Application.
  9. If electricity or water is required for your event it must be requested on the Special Use Permit Application. Permittee is responsible for bringing their own power cords and water hoses.
  10. Portable toilets are required for outdoor events on the grounds when estimated participants will exceed 100 individuals.
  11. The Site Gift Shop can be open during your event and must be requested in advance on the Special Use Permit Application.
  12. Permittee, unless a State institution must provide Comprehensive Liability Insurance with a minimum limit of one million dollars per occurrence, combined single limit to include: death, property damage, and personal injury. North Carolina Department of Cultural Resources must be listed as additional insured party and must preclude any right or subrogation against such agency and its officers, employees, representatives, and agents. Certificate of Insurance must be submitted no later that ten calendar days prior to requested event date.

#### **Food Service:**

1. Only foodstuffs prepared by a caterer, grocer, or bakery listed and approved on the Special Use Permit Application shall be allowed. Donated or homemade food and beverages shall not be allowed.
2. No cooking or food preparation of any kind shall be allowed on the Site.
3. Caterers must carry liability insurance against food spoilage and handling.
4. A certificate of insurance coverage shall be provided by Permittee's caterer and submitted to the Historic Site Manager not less than two weeks prior to the date of the event. The policy shall name the North Carolina Department of Cultural Resources as insured and must preclude any right of subrogation against such agency and its officers, employees, representatives, and agents. The Historic Site Manager may cancel the reservation or prohibit service of food at his or her discretion.

#### **Decorations:**

1. No decorations or signs may be adhered to Site walls, porches, doors, exhibits, or windows.
2. Candles, oil lamps, torches and any open flames are prohibited on the Site.

3. Sparklers and any similar fireworks are not permitted on Site.
4. Events requiring a rehearsal prior to the agreed use period may be coordinated with the Historic Site Manager during available regular operating hours.
5. Glitter, confetti, streamers, rice, bird seed, fog machines and similar devices are not permitted on Site.
6. Live animals (service animals excluded) are not allowed inside facilities, and must be on a leash outside and all waste immediately removed by owner.

**Alcoholic Beverages:**

1. Possession and consumption of alcoholic beverages on the Site are permitted if Permittee;
  - a. Obtain applicable permits from the Alcoholic Beverage Control (ABC) Commission when required by North Carolina law.
  - b. Receive written permission from the Historic Site Manager as required by the permit application process and present the permit and insurance certificates two weeks in advance (permit review and approval times by ABC may vary).
  - c. Service of alcoholic beverages shall not take place during the site normal operating hours.
  - d. Provide alcoholic beverages only to event guests.
  - e. Provide, or caterer provide, dram shop liability insurance in maximum coverage limits which agrees to defend, save harmless, and indemnify the State of North Carolina Department of Cultural Resources from all financial loss, damage, or harm arising out of the selling or dispensing of alcoholic beverages.
  - f. Display a copy of the ABC permit at the bar areas during the event.
  - g. Require that servers are over 21 years of age, take proper precautions to ensure guests are not served inappropriate amounts of alcohol, no one under 21 years of age is served alcohol, and guests seeking to purchase alcoholic beverages are not refused service solely on their race, religion, color, national origin, sex, or disability.
  - h. Alcoholic beverages shall not be carried from the Site.
  - i. All serving of alcoholic beverages for events must cease at least (15) minutes before the scheduled end of the approved event.
  - j. Alcoholic beverages must be purchased through and subsequently served to guest at an event by an approved caterer, depending on the type of ABC permit obtained. Permittee may not charge admission, sell tickets, have cash bars, or collect money at any event at which alcohol is served.

Initial here to indicate you have read and agree to the policies stated above \_\_\_\_\_.



**Permit Application**

Thomas Wolfe Memorial State Historic Site  
52 N. Market Street  
Asheville, NC 28801  
828-253-8304

Date Requested \_\_\_\_\_ Times Requested \_\_\_\_\_  
Applicant Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Facility Requested (Please circle all requested)

*Visitor Center*      *Auditorium*      *Old Kentucky Home*      *Site Grounds*

Organization Name, if applicable \_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_  
Tax ID # Number \_\_\_\_\_

Name and description of event \_\_\_\_\_  
\_\_\_\_\_

Event contact person and phone number \_\_\_\_\_  
List of planned activities \_\_\_\_\_  
\_\_\_\_\_

Estimated number of participants \_\_\_\_\_  
Will donations/fees be requested of participants?      YES      NO  
Will foods, goods, or services be sold?      YES      NO  
Will you need the site to provide the following?      WATER

ELECTRICITY

Equipment requested from Site      AUDIOVISUAL      CHAIRS      TABLES

By signing this Special Use Permit Application I agree to follow all rules and requirements as issued by the Thomas Wolfe Memorial State Historic Site Special Use Permit Policies. I am solely responsible for all participants, equipment, food, beverages, and vendors for this event.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

TWM Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**Vendors**

Caterer/Grocer/Bakery \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Tax ID # Number \_\_\_\_\_

Will alcohol be served?            YES            NO

If so, name and company of bartender \_\_\_\_\_

Phone \_\_\_\_\_

An Asheville Police Officer or Buncombe County Sheriff's Deputy is required to be present for all events serving alcohol.

Name of officer/deputy \_\_\_\_\_

Phone \_\_\_\_\_

Florist (Company) \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Tax ID # Number \_\_\_\_\_

**Hold Harmless/Insurance Agreement:**

Applicant agrees to and will at all times, indemnify, save and hold harmless the State of North Carolina Department of Cultural Resources, its officers, agents, and employees from all liability, claims, demands, damages and costs of every kind and nature, including attorneys' fees at trial or appellate levels and all court costs arising out of injury to, or death of persons, and damage to any and all property including loss of use thereof, resulting from or in manner arising out of or in connection with activities or use of mentioned facilities on this contract arising out of its relation with Thomas Wolfe Memorial State Historic site, excepting only liability resulting from the negligence of the Thomas Wolfe Memorial. The applicant will, upon request from North Carolina Department of Cultural Resources, defend and satisfy any and all suits arising from its use of the premises. Applicant will, upon request, at own expense, keep in force during the terms of this agreement, insurance from an insurance company licensed in the State of North Carolina. Required insurance will be evidenced by a certificate of insurance including: Comprehensive Liability Insurance with a minimum limit of one million dollars per occurrence, combined single limit to include: premises personal Injury, Operations. North Carolina Department of Cultural Resources must be listed as additional insured party. Certificate of Insurance must be submitted no later than two weeks prior to requested event date.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Use of the Thomas Wolfe Memorial State Historic Site will be granted to the Applicant under the policies agreed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Historic Site Manager

Special Provisions or Permissions Granted:

Office Use Only

Amount of Permit (plus 7% Sales tax) \_\_\_\_\_

Deposit Required \_\_\_\_\_

Proof of Insurance \_\_\_\_\_

Applicable Permits \_\_\_\_\_

## **Price Guide:**

Events may be held from Tuesday through Saturday 5:00 p.m. until 11:00 p.m. on the Site grounds, and/or visitor center and auditorium. Events are not available during normal site operating hours.

- Visitor Center: (approximately 75 people standing reception)
  - Fee \$300.00 (4 hours).
  - Non-profit Organization Fee \$150.00.
  
- Auditorium (seats maximum of 50 people theatre style)
  - Fee \$150.00 (4 hours).
  - Non-profit Organization Fee \$75.00.
  
- Old Kentucky Home (limited to 20 people)
  - Fee \$500.00 (2 hours) after hours with visitor center access
  - Non-profit Organization Fee \$250.00.
  
- Site Grounds (estimated 100 people)
  - Fee \$500.00 (4 hours) after hours with visitor center access
  - Non-profit Organization Fee \$250.00.

\*Nonprofit groups and government institutions may request a discounted fee for facility use in writing. Requests are subject to approval by the Historic Site Manager.