



## **Main Floor Rental Policy and Procedures**

The Given Outpost, located at 95 Cherokee Road, Pinehurst North Carolina, houses the non-profit Given Book Shop during the day and is available for use in the evenings. All rental fees from the Outpost support the Given Memorial Library and Tufts Archives (Given Tufts).

### **General Policy**

This document covers the rental of the Given Outpost facility. Renters need not have to be affiliated with Given Tufts. The Program Director and Outpost Manager (PDOM) must approve all requests for rental and reserves the right to decline any application with or without cause. Please read the entire **Policy and Procedures document, including all Addendums.**

The Given Outpost Main Floor and Meeting Room are available for rental **Monday through Saturday 5:00PM – 11:00PM and Sundays 4:00PM – 11:00PM**. The rent is **\$75/hour Monday – Thursday & \$100/hour - Friday – Sunday**.

In keeping with the Given Tufts mission, small wedding receptions, family reunions, seated dinners, and presentations are examples of events that are permissible at the Given Outpost facility.

Examples of events not permitted include political events or parties, fundraisers or any other for-profit activity (other than those benefiting Given Tufts), religious meetings, events including gambling, lotteries or games of chance, or events involving exchange of services or goods for money.

### **Procedure**

Prospective renters should contact the Given Outpost PDOM to discuss availability and provide a general description of the potential event. The PDOM will provide guidance on availability, appropriateness, approved caterers if required, and rental costs. The Renter should carefully review this document to ensure that the facility and policies are compatible with the event.

- Renter submits the **Rental Application** to PDOM.
- Within one week, if approved, the Renter will receive and complete the **Rental Agreement** and the requested date will be entered as confirmed on the Outpost Calendar. Within 30 to 60 days of the event, Renter agree to provide a 50% deposit of the total cost (check or credit card). Two weeks before the event, a separate payment of the security deposit (check only) is required with the Proof of Insurance. Remaining payments are due one week prior to the scheduled rental.
- At least one month prior to the event, the Renter will meet with the PDOM to ensure all details of the event, including responsibilities and timelines, are clearly understood as defined.

### **Policy and Terms**

#### **Availability**

- The main floor is available: A) with the bookcases in place or B) with the bookcases moved to **create dining and seating space for up to 122 people**, including vendors.
- Rental fees for the facility include staff time for moving of the bookcases, set up before and after, available Given Outpost Audio Visual (AV) equipment and staffing the event.
- Tables, chairs, linens, dishes, flowers, music, photographers, and food, etc. are not included as a part of the Rental Fees. Set up of these items is also not included. A list of preferred caterers and approved vendors is available from the PDOM. No outside food or beverages are allowed in the facility. The Meeting Room has a board table and chairs provided.
- Scheduling for delivery and pick-up of rental or catered items must be approved by the PDOM. The Given Outpost is not available for use the day or night before your event.
- The Meeting room upstairs is included in all Main Floor rentals. This room can be rented separately for smaller events such as book clubs, educational programs, or professional meetings. The room is not handicapped accessible and rental of the Meeting Room is covered in separate documents.

## Payment Methods

- All clean up must occur before 11:00PM and all guests, vendors, and clients must be out of the building by 11:00PM. If Renters and/or guests remain past the contracted time, without prior discussion, the above fee schedule holds, except after 11:00PM **when fees are doubled.**
- **An additional holiday premium fee (\$300.00) applies to the following days: New Year's Eve, New Year's Day, Memorial Day, July 4, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, and Christmas Day.**
- Rental payments may be made by cash, check, or credit card. Visa, Discover, and MasterCard are accepted.
- The security deposit is to be a separate check from the security deposit and is 20% of the total fee. Should damage occur to the premises, the Renter's security deposit check will not be returned. Depending on the damage, additional charges may occur. Payment for excessive damages is required upon receipt of invoice detailing these damages.
- A fee, in accordance with bank fee schedules, will be charged for checks returned by the bank for non-sufficient funds.

## Insurance

- At least two weeks before the event the Renter shall provide a Certificate for General Liability with \$1,000,000 occurrence coverage, naming Given Tufts, as an additional insured for the date(s) of the event from their insurance company. Business meetings and Business events require proof of Workers Compensation for rental.
- Caterers, florists and all other vendors must submit current General and Workers Compensation insurance prior to the event. Current North Carolina Liquor Liability insurance is required from all caterers for any event serving alcohol and must be on file before the event.
- The Given Tufts insurance will cover community events held in conjunction with a Given Tufts event.

## Refunds / Cancellation Policy

- If an event must be cancelled by the Given Outpost, notice will be immediate and a full refund of the deposit will be made.
- Cancellations made by the Renter within 30 days of the scheduled event will require a forfeiture of the 50% deposit. Should the Renter fail to comply with any of the provisions of the **Given Outpost Main Floor Rental Agreement** or this **Rental Policy**, the Given Outpost retains the option to cancel an event and the security deposit will be forfeited by the Renter.

## Required Staffing from Outpost

- One member, or more depending on size and scale of the event, of the Given Outpost staff will be on site for the entire duration of the rental, including all delivery, setup, teardown and clean up.
- The Renter is solely responsible for coordinating and hiring caterers and vendors to provide the services needed for the event, including setting up of tables or an event planner if needed.

## Security

- If security for the event is required, the Renter will provide such security at the Renter's expense. Certificate of Insurance and additional security must be agreed to by the PDOM prior to the event.

## Audio Visual Equipment Operation

- The Given Outpost has a Sonos sound system and projection capabilities on the main floor. There is no equipment in the Meeting Room. If you want to use the AV equipment slides, videos etc need to be tested at least one week prior to the event.

## Decorations, Furniture, Florist and Special Effects

- All decorations must be discussed and preapproved by the PDOM. Signs, banners, etc. may not be adhered or affixed onto any interior of the Given Outpost facility.

- The Given Outpost does not allow smoke, fog and bubble machines, glitter, confetti, rice, birdseed, live animals, artificial snow, straw, hay, or machines producing mist and humidity. Limited use of candles and Sterno for food is permitted.
- Due to the historic nature of the building and area, nothing is to be attached to the outside of the building without permission of the PDOM or Village of Pinehurst.
- The Given Outpost does not allow furniture or interior objects to be moved or rearranged by the Renter. Only approved staff can make any modification or direct the arrangement of interior furnishings (including the bookcases, tables, etc.)

### **Catering, Food and Beverages,**

- The Given Outpost has no kitchen or food preparation facilities. No outside food or beverages are allowed in the facility.
- The Roast Office and its equipment is strictly off limits to all but Roast Office/Elliott's on Linden employees.
- **No alcohol will be allowed to be served unless the approved caterer's required current NC liquor liability insurance policy is on file in our office.**

### **Music/ Entertainment**

- Plans for music and other forms of entertainment must be fully described in the ***Given Outpost Main Floor Rental Application (B)***. All noise from the Given Outpost must be in compliant with Village of Pinehurst ordinances. No music is to be played outside without permission from the Village of Pinehurst.

### **Print, Press and Photography**

- Renters may not imply that the event is sponsored or directly connected to the Given Outpost unless it is an approved partnership. Plans for photography, media coverage, or use of Given Tufts logo for an event must be pre-approved by the PDOM.
- Any pictures taken during the event by Given Outpost staff could be used for marketing and promotion of the facility unless specifically denied by the Renter.

### **Parking**

- The Given Outpost has minimal parking in front of the building. Handicap Parking with a ramp for access, is located in the rear of the building. Parking is available on Village of Pinehurst public streets and in the public parking lot nearby.
- Any special parking requirements or traffic control should be discussed with the Village of Pinehurst. If delivery of items for the event requires vehicles to access rear entrances, this access must be coordinated with Given Outpost personnel as handicap parking cannot be blocked. Please note the road in front of the Given Outpost is one - way.

### **Break Down and Clean Up**

- The Renter and vendors are responsible for breakdown of equipment, removal of any items, and cleanup. Cleanup must be completed by 11:00PM, unless agreed to ahead of time. The Renter may incur additional charges if Given Outpost staff are required to perform additional cleanup or store items for pickup at a later date.
- No items are to be left in the building overnight. If items are left outside the premises, Given Outpost assumes no liability for these items and all handicapped access must be adhered to. Drop offs, deliveries and set up cannot disrupt the normal business operations of the Given Book Shop and Roast Office (8am-5pm).
- **It is the Renter's responsibility to ensure that ALL vendors comply with these policies. Failure to comply may result in additional charges to the Renter.**

### **Additional Policies**

#### **Accessibility Accommodations Disclaimer**

- The main floor of the Given Outpost facilities is ADA compliant and is readily accessible to people with physical disabilities. The upstairs Meeting Room is not handicapped accessible.

#### **Animals**

- Service Animals providing assistance to disabled persons or working with licensed security personnel or law enforcement officers are allowed. Non-Service Animals are not allowed in Given Outpost.

**Capacity & Fire Code**

- The Given Outpost complies at all times with all Village of Pinehurst and Moore county fire ordinances. The maximum capacity of the facility is 122 persons (including all Outpost staff and vendors). Rental events shall not exceed fire code capacities. The Renter, not the Given Outpost, is responsible for any damages, delays, or cancellation of an event due to fire code violations.

**Firearms and Weapons**

- Any security personal hired for the building rental is required to provide a Certificate of Insurance and identify themselves to the PDOM upon arrival at the building.

**Guests**

- Renters are responsible for the behavior of their guests. Renters and guests are to conduct themselves in a responsible and respectful manner at all times.
- Given Outpost staff reserves the right to ask any guests whose conduct is deemed to be disorderly or harmful to others to leave the premises.

**Smoke and Smoking**

- Smoking and use of other tobacco products is strictly prohibited in the Given Outpost facility.

**Temperature and Climate Control**

- The Given Outpost facility and our systems restrict the ability to create rapid temperature adjustments.
- The Renter acknowledges that the Given Outpost is not responsible for any delays or damages, or inconveniences caused by weather conditions, natural disasters or the temperatures in the rental facilities.

**Quick Timeline of Events**

<b>Time</b>	<b>Renter Action</b>	<b>PDOM Action</b>
<b>ASAP</b>	Contact PDOM and check date availability and discuss event	If the date is available PDOM provides Outpost documents
<b>Within few weeks of first contact</b>	Reviews the Policy booklet and sends in the Application form	PDOM reviews the Application form and determines the fees then sends Renter a completed Agreement
	Signs the Agreement and date is held Renter identifies and hires vendors	PDOM holds the date(s) for the Renter upon receiving signed agreement
<b>Within a month or two of event</b>	Renter meets with the PDOM to review space and expectations.	PDOM goes over the expectations for facility use.
	Renter submits 50% deposit, security deposit and Proof of Insurance payments	PDOM files remaining paperwork.
<b>1 week before event</b>	Renter submits full payment for event. Confirms with PDOM final arrangements	PDOM follows up with all concerns and any last minute changes
	Renter provides any presentations or materials needed to be tested in the AV equipment	PDOM tests presentations or materials in the AV equipment and reports to Renter
<b>Day of event</b>	Renter arrives, Vendors arrive set up begins	PDOM is on hand to oversee set up. Will set up AV equipment if needed.
	Renter will contact PDOM during the event if there are any issues	PDOM (and additional staff if needed) is on site to assist with any issues or emergencies during event
<b>After event ends</b>	Renter and vendors begin clean up	PDOM is on hand to oversee clean up.
	Renter and vendors vacate premise by 11:00PM (Main Floor). Unless otherwise agreed to ahead of time.	PDOM surveys the facility for any damages or problems and documents for Renter. Locks building at 11:00PM
<b>After the event</b>	Renter provides feedback about event	PDOM reimburses security deposit if no damage occurs.



**Addendum A - Given Outpost Main Floor Rental Application**

Renter /Organization	
Mailing Address	
Organization or Company website	
Personal, Cell or Office Number	
Email Address	
Requested date and time	
Do you need the book cases to be moved for this event? Provide schematic of set-up	
Description of event (wedding reception, book club etc.)	
Number of people expected (including vendor numbers)	
Vendor - Caterer from the approved list	
Vendor - Rental agency (tables, chairs, dishes, linens etc.)	
Additional Vendors -	
Will alcohol be served at the Event? and what type?	
Special Requirements: (expanded descriptions of above information such as; description of anticipated catering, audio visual requirements (screen & projector etc.), setup requirements, security, etc)	

\_\_\_\_\_ Initial that you have read and concur with the **Rental Policy and Procedures and associated Addendums**. If there are any questions contact the PDOM to discuss and resolve issues prior to committing to the event.

Please sign and send to the contact below. Within two (2) weeks, if we can meet your rental request, you will receive the Given Outpost Renal Agreement with the expected payments identified.

**Authorization** I, \_\_\_\_\_ hereby certify that I am a duly authorized representative of the applicant or organization, and that the information supplied in this application is in all respects true and accurate.

- I further agree that I will abide by all rules and regulations associated with the use of The Given Outpost.
- I agree to allow any pictures taken during the event to be used for marketing and promotion of the facility \_\_\_\_\_ (yes) \_\_\_\_\_ (no)
- I understand that the security deposit is required before the event, and will be returned after the event, if there is no damage or charges due.

\_\_\_\_\_  
Signed (Authorized Representative - Renter)

\_\_\_\_\_  
Date

\*\*\*\*\*

Forward this application to: Lisa Richman, Program Director and Outpost Manager,  
Given Outpost, PO Box 159, Pinehurst, NC 28370-0159  
Phone 910-585-4820 Email: [lisa@giventufts.com](mailto:lisa@giventufts.com)





**Addendum B - Given Outpost Main Floor Rental Agreement**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_ by and between \_\_\_\_\_ (hereinafter referred to as "Renter"), whose address is \_\_\_\_\_ and phone number is \_\_\_\_\_ and the Given Outpost, 95 Cherokee Road, Pinehurst, North Carolina 28374 (hereinafter referred to as "Outpost").

Renter shall rent from Outpost, the facility located at 95 Cherokee Road, Pinehurst, North Carolina 28374 (hereinafter referred to as "Facility" on \_\_\_\_\_, for the time period of \_\_\_\_\_ to \_\_\_\_\_ (includes setup and cleanup time) in its present condition under the following terms:

**Given Outpost Main Floor Rental Policy and Procedures** apply to this Agreement and refer to the **Given Outpost Main Floor Rental Fees (A)** for actual rental fee amounts.

- A 50% deposit of \_\_\_\_\_ (check or credit card) is due a 30-60 days before the event.
- A security deposit (20%) based on total fee, of \_\_\_\_\_ (check only) is required 2 weeks before the event with the proof of Insurance.
- The remainder of the payment of \_\_\_\_\_ (check or credit card) is required one week prior to the scheduled rental.
- Should damage occur to the premises, the Renter's security deposit will not be returned, additional charges may occur and the Given Outpost will forward a detailed accounting of such charges to the Renter.

**Reminders:**

- Rental insurance is required for Main Floor rentals. Proof of insurance is required by \_\_\_\_\_ (date). The Renter and guests agree to hold Given Tufts harmless from and against all claims, suits, demands, actions, and the cost of expense thereof, including attorney's fees, rising out of any property damage or personal injury whatsoever occurring in or on the premises.
- **North Carolina liquor liability insurance is required for all events serving alcohol and current proof of insurance is required to be on file from the caterer one month before the event.**
- An appointment with the PDOM is required 1 month prior to the event to review Renters expectations, set up, clean up checklists and facility use procedures and policy.

In witness whereof the parties to this agreement have hereunto set their hand the day and year first mentioned.

**Given Outpost**

**Renter**

\_\_\_\_\_  
Name of Authorized Representative (print)

\_\_\_\_\_  
Name of Authorized Representative (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Given Outpost Facility Rental set up and clean-up checklist for Vendors**

Renter name

Date of Event

**Days before the Event**

- Introduce yourself to the Program Director and Outpost Manager (PDOM).
- Review / plan layout of space and prep area.
- Confirm required insurance and licenses are on file w/PDOM
- Make sure the required permits are on file with the PDOM
- The Roast Office serving area and coffee stations are off limits to all but Roast Office Staff or Elliot's Catering Company (ECC) Staff
- Tell PDOM when you will be arriving for set up.

**Day of Event**

- Make contact with on-site staff member, most likely, the PDOM.
- Set up prep area.

**After Event**

- All trash tied up and taken to outside trashcans. If the trash cans are full, do not leave bags outside cans – take trash with you.
- All recyclables placed in designated recycling carts outside, including breakdown of cardboard boxes.
- Ice coolers emptied on grass area
- All surfaces wiped off and cleaned; Sinks clean and free of residue
- All racks of dishes washed on loading dock and stacked for pick up upon conclusion of event
- All areas cleared of food and litter.
- Bathrooms checked for glassware.
- All outside areas are cleaned up.

No property or equipment may be left for pick up at a later time without prior consent. The Given Outpost Staff will not be responsible for any property or equipment left after the conclusion of the event.

\_\_\_\_\_  
Print Caterer Name  
(or Authorized Representative)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Given Outpost Staff  
Name on duty to verify that these actions have occurred.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date