

GOVERNOR MOREHEAD PARK RENTAL CONTRACT AND POLICIES

422 Church St., Eden, NC 27288

Thank you for your interest in the Governor Morehead Park for your event. The Governor Morehead Park is privately owned and maintained by volunteers, the Eden Preservation Society (EPS), a 501(c)3 non-profit organization. The EPS does not have an office or employ any staff. All upkeep and Park projects are funded and/or carried out by volunteers. We are happy to have you use our Park, but please keep in mind that the EPS is a small group with limited resources. These policies are intended to assist you in planning your event and to answer many common questions.

Please provide all information requested.

Date of Event	Type of Event	Number of Guests
Renter's Name	Renter's Organization (if applicable)	
Renter's Phone	Organization Phone	
Renter's Address	Organization Address	
City, State, Zip	City, State, Zip	
Renter's Email	Organization Email	

General Rules

- **The Park and its parking area remain open to the public at all times.** We are not able to close off the Park for private events; however, most visitors realize when a private event is in progress and generally do not interfere. The EPS is in no way responsible for the actions of the public, such as disturbing an event in progress, taking photographs during an event, driving to and away from rental sites, etc.
- **When you make a reservation, you are granted use, with a few restrictions, of the entire Park, but *only* for the rental time agreed to in your Park Rental Contract.** The days before and after are not included.
 - Activities related to event set-up (including rental equipment, caterers, decorators, etc.) may begin at 9:00 AM on the day of the event.
 - Guests should vacate the Park by 11:00 P.M. at the latest. Take-down and clean-up by caterers and other vendors may continue beyond 11 PM, but must be done quietly so as not to disturb neighbors. Be sure to inform your event coordinator, rental agency, decorator, and/or caterer of this policy. The EPS is not responsible for any items left overnight in the Park.
- **Please Note: there are no public restroom facilities in or near the Park.** Renters may have portable toilet facility units brought in at their own expense. Any units not removed immediately after the event must be secured and removed within 24 hours after the day of the event. The Renter assumes all responsibility for rental, delivery, pickup, and any liability associated with portable toilet units.
- **Food can be cooked on site with proper safety precautions.** Electricity and city water are available in the Park. Only propane gas grills may be brought on-site. The Renter is responsible for seeing that caterers abide by all rental policies and employ adequate safety precautions. Open fires and campfires are not permitted. Nothing, except water and ice, may be dumped on grass, trees, and shrubs.

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- **Alcoholic beverages are permitted within the limits of North Carolina state laws and decent behavior.** (Please don't make the neighbors call the police.) The Renter assumes all responsibility for procuring any required permits.
- **Vehicles (equipment/caterer vans, golf carts, etc.) may proceed into the Park with caution and at their own risk.** No vehicles may enter the area between the historic stone walls. The Renter is responsible for damage to grass, flowers, shrubs, and trees resulting from vehicles.
 - Golf carts must be operated by a responsible adult and limited to transporting guests between the parking area and the event site. The Renter is solely responsible for the use of golf carts and any damage incurred by such use. No golf carts may enter the area between the historic stone walls.
- **All general restrictions that normally apply to Park visitors also apply to Renters.** Altering, damaging, or defacing Park property in any way is never allowed and will result in legal action. Music and other noise must be kept to a level that does not exceed city noise ordinances or disturb our neighbors. The EPS is in no way responsible for personal items lost, left behind, or stolen from the Park.
- **Clean-up after the event is the sole responsibility of the Renter.** All trash, decorations, and equipment must be removed and the Park left as you found it. Trash includes, without limitation, cigarette butts, bottles, cans, decorations, balloons, food products, and any other items brought in by the Renter and the Renter's guests. Tip: A quick inspection of the event site, in daylight, on the day after the event is highly recommended.
- **Renters using the Park for an event assume full responsibility for the conduct of all persons attending the event.** The client will be responsible for any damage to the premises by the renter's guests or independent contractors. Renters are required to conduct their event in an orderly manner in full compliance with applicable laws, codes, rules, and regulations. Children under the age of 18 must be under adult supervision at all times during the event.
- **One or more EPS members will be available and/or on site for every event.** The EPS reserves the right to have Renters ejected from the Park and to terminate any event due to activities that violate the terms of the Renter's signed contract or permits issued by the City of Eden, or that are unlawful.

Decorations and Staging

- **No Park property may be altered, removed, or otherwise damaged for any reason.** Park property includes, without limitation, signs, the historic stone walls, parts of the walls, paths, parking areas, driveways, waterways, the bridge, the covered stage, trees, shrubbery, plants, grass, electrical poles and equipment, electronic devices, and anything else belonging to the Park.
- **The covered stage is available for use, as is.** No modifications may be made on or to the stage. Please be aware that there is no rail across the front of the stage. The Renter is solely responsible for the safety of event guests.
- **Equipment rental, placement, and removal for the event,** including decorations, tents, stages, chairs, tables, linens, glasses, dishes, sound and other electronic systems, and any other equipment, are the sole responsibility of the renter. All such items must be delivered, placed, and removed within the rental time bloc. No items may be stored at Morehead Park.

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- **Tables and chairs may be set up on the concrete area near the stone walls** with care and without altering or damaging anything in the area. Free-standing canopies that do not require stakes may also be erected in this area.
- **Canopies, tents, and other temporary structures** (inflatable bounce houses and slides) that require ground stakes are only allowed in specific areas of the Park and must be pre-approved by the EPS. No structures requiring ground stakes may be set up in the area of the historic stone walls.
 - The number of such structures and planned locations must be included in this Rental Contract. Proof of insurance, listing the EPS as an additional insured, must be provided as needed.
 - The Renter is solely responsible for the safety of event guests and any damage to grass, shrubs, or trees. The Renter must ensure that event coordinators, caterers, and/or rental companies abide by these policies
- **Decorations may only be attached to Park property with string, ribbon, or another method that does not leave holes or marks.** Nails, staples, tacks, tape, glue, and any like products that can cause permanent damage or leave residues are prohibited. Nothing may ever be attached to the historic stone walls.
- **Candles in sturdy fire-proof holders may be used as part of a ceremony** but cannot be placed near trees, shrubbery, or the wooden parts of the covered stage or the wooden bridge. Open fires, campfires, torches, sparklers, and fireworks are not permitted.
- **Rice, bubbles, birdseed, and (real) flower petals are allowed.** Glitter, silly string, confetti, and similar non-bio-degradable materials are prohibited.

Rental Deposits and Fees

- **A Rental Deposit** of \$50.00 is required to reserve the Park; it must be paid at least 30 days before your event. If the event occurs as scheduled, the Rental Deposit goes toward the Rental Fee. This deposit ensures that the grass has been cut and the grounds are generally tidy prior to your event.
- **The Rental Fee** is \$200 per day and covers general wear and tear on the Park grounds and reasonable use of Park electricity and water. After paying the Rental Deposit, the Rental Fee balance (\$150) is due no later than 15 days before your event. If the fee is not paid, the event reservation will be cancelled and the Rental Deposit will not be refunded. There are no additional charges for using the Park for planning or a rehearsal as long as the activities do not involve placement of large equipment or interfere with the use of the Park by other visitors.
- **A Damage Security Deposit** of \$200.00 is required along with the balance due for the Park rental (15 days before your event). This deposit covers possible unnecessary expenses, such as clean-up and trash removal, repairs to damaged property, excessive use of water or electricity, or any other harm or loss caused by the Renter or the Renter's agents or guests. The Renter will be responsible for any damages that exceed the amount of the deposit. The deposit will be refunded after it has been determined by the EPS that no damage or loss has occurred, usually within 3 days after the event.
- **Refunds:** If, and only if, EPS is notified in writing no less than 7 days before the scheduled event that the event has been cancelled, the Rental Fee and Damage Security Deposit will be refunded. The initial Rental Deposit will not be refunded. In case of rain on the day of your event, it is your responsibility to contact

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the EPS to receive information about whether you are eligible to receive a refund and/or when you could reschedule your event, if applicable.

Other Possible Expenses

- **The Renter is responsible for all taxes, permits, and license fees** connected with the event and must provide the EPS with a copy of all permits.
- **The Renter may engage professional security services** as desired at renter’s expense. Large events should be cleared with the Eden Police Department for traffic and pedestrian safety.

The Governor Morehead Park is not responsible for "acts of God," such as inclement weather, creek overflows, tree falls, etc. that could potentially impact event activities. Outdoor rentals are “fair weather” affairs; it is the responsibility of the Renter to make alternate arrangements in the event of bad weather.

Please contact an EPS member to discuss your interest in using the Governor Morehead Park, to check the schedule, and/or to arrange a rental contract.
 Call 336-623-1043 or 336-635-9212. Leave a message and we will call you back.
 Email: EPS.Eden@outlook.com

I have read the above policies. I promise to abide by the rules and regulations that govern the use of the Governor Morehead Park. I understand that failure to do so could result in denial of future use of the Park and/or responsibility to reimburse the EPS for any damages incurred beyond normal usage. I hereby agree to hold the Eden Preservation Society and its members harmless of any liability and loss which I, my guests, or my vendors may suffer or incur by reason of any injury to, or death of, any person, or damage to any of my property on Park premises. I understand I will be held responsible for any violations of this contract.

*Please sign and date, and return with your payment. Be sure to make a copy for your records.

Signature: _____

Date: _____

Amount Paid: _____

Amount Owed: _____

Planned Structures	Number	Locations	Approved by EPS
Tents			
Portable Toilets			
Inflatables			