

leasing process

www.childrenshopealliance.org



PO Box 1 · Barium Springs, NC 28010 · Office 704-832-2200 · Fax 704-838-1541 · childrenshopealliance.org

Children's Hope Alliance — LEASING PROCESS

INITIAL APPOINTMENT

Set an appointment with Little Joe's Coordinator to tour the facility and discuss the leasing process. This appointment may be initiated via phone or email. While an appointment is preferred, walk-ins are welcome.

Please note that we take reservations on a first-come-first-serve basis, up to one year in advance and we do not book events on Sundays due to staffing constraints and all events must cease by 12:00 midnight unless previously approved by the President/CEO.

During your appointment we will tour the facility and help determine how Little Joe's can best meet your needs. We need to know the date of the event, the type of event being hosted and the number of people estimated to attend the event. This information will help us determine whether you need just one room, a combination of rooms or all the rooms available for lease at Little Joe's.

Once availability is determined, we will go over pricing. **All prices are subject to a 2-hour minimum requirement.** Also, please note that Children's Hope Alliance will charge a fee of \$25.00 for all returned checks as allowed by the N.C.G.S. 25-3-5-06.

West Room	816 sq. ft. (24' x 34')	\$50 per hour
East Room	816 sq. ft. (24' x 34')	\$50 per hour
Center Room	1824 sq. ft. (32' x 57')	\$75 per hour
Entire Facility (all three rooms)	3456 sq. ft.	\$150 per hour
Catering Kitchen		\$125 flat rate

An all day rental is available for the entire facility including the catering kitchen at a flat rate of \$800.

We collect a refundable damage deposit for each event. Small events require a \$100 damage deposit and large events require a \$200 damage deposit.

Once the date and space needed for your event are set we will complete a Reservation Form. The lessee must sign the Reservation Form and pay a down payment equal to 50% of the total rental cost including the damage deposit. It is important to understand that a reservation is not considered confirmed until a Reservation Form has been signed and a 50% down payment has been received.

E.g. All day rental of the entire facility including the catering kitchen - \$800 rental cost & \$200 damage deposit. The required down payment would be \$500 ($\$1,000 \div 2$).

Note: Please read the Reservation Form and the Rules / Guidelines document carefully before signing.

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TWO WEEKS PRIOR TO YOUR EVENT

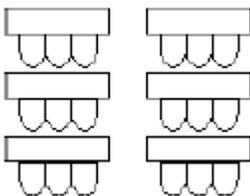
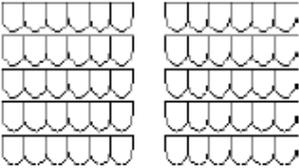
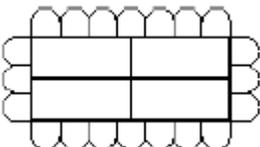
Two weeks prior to your event you are required to turn in a diagram of the setup for your event (arrangement of the tables and chairs) along with any balance due of the total rental cost plus damage deposit. Children's Hope Alliance will charge a fee of \$25.00 for all returned checks as allowed by the N.C.G.S. 25-3-5-06.

As a convenience to you, our maintenance staff will set up tables and chairs to your specifications for your event. We currently have the following inventory for your use:

Number	Size/Style	Seating
16	8ft. Rectangular Tables	Each seats 10 people total including 1 on each end
8	6ft. Rectangular Tables	Each seats 8 people total including 1 on each end
6	60-inch Round Tables	Each seats 8 people
2	4ft. Rectangular Tables	Usually used for food and/or beverages setup
90	Black Folding Chairs	Together with mauve chairs will seat 175
85	Mauve Fabric Chairs – Cushioned Seat and Back	Together with black folding chairs will seat 175
2	Podiums	

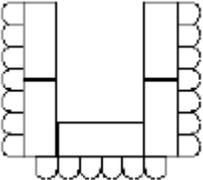
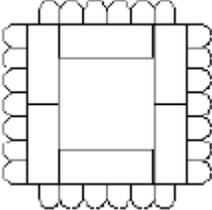
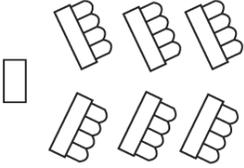
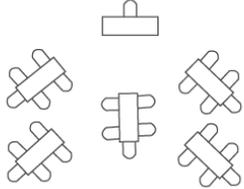
Please note that we do not allow any of the tables or chairs provided by Little Joe's to be setup outside.

Below are some setup guidelines for business functions such as meetings, training classes, seminars, etc.

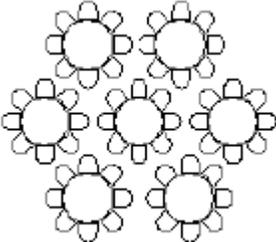
	<p><u>Classroom style</u> Rows of tables with 2 to 4 chairs at each one, with tables arranged to face the front of the room. Appropriate when the conference is an informational type presentation. The presenters are providing the information, with some dialogue with the audience.</p>
	<p><u>Theater style</u> Rows of chairs facing the front of the room, usually divided by center and/or side aisles. Maximizes meeting room space utilization. Theater works well when the audience needs to take minimal notes and/or the presentation is 2 hours or less in length.</p>
	<p><u>Conference style</u> Six-foot or eight-foot conference tables clustered in the center of the room to form one solid surface. Chairs are placed around the perimeter of the tables. Small "brainstorming" sessions when the group does not have a designated presenter/leader. They provide plenty of workspace for each person and good communication/visual lines for each participant.</p>

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	<p><u>U-Shape</u> Six- or eight-foot conference tables placed end to end in the room to form the shape of a U. Chairs are placed around the outside of the U. Small groups that require conversations between the presenter and audience, as well as conversations between the participants.</p>
	<p><u>Hollow Square</u> Six- or eight-foot conference tables placed in a rectangular outline with open space in the middle. Chairs are placed around the perimeter of the square. Small "brainstorming" sessions when the group does not have a designated presenter/leader. They provide plenty of workspace for each person and good communication/visual lines for each participant.</p>
	<p><u>Chevron or "V" Shape</u> The chevron arrangement allows discussion among small groups of participants during or immediately after a larger group activity. Chevron creates a more enclosed type of feel for the presenter and audience.</p>
	<p><u>Herringbone</u> Appropriate when the meeting is an informational type presentation. The presenter is providing the information, with some dialogue with the audience. Herringbone creates a more enclosed type of feel for the presenter and audience.</p>

Weddings and large parties, such as birthdays, anniversaries, graduations, etc. will require a more personalized setup, but often use the banquet style as seen below.

	<p><u>Banquet style</u> Used for food functions, standard round tables of 60 inches in diameter are used to seat 6 to 8 people.</p>
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A few additional items of note regarding setup:

- Wedding parties are allowed the use of the Barium Springs Museum to change. This must be preapproved and is subject to availability.
- Alcoholic beverages (beer and wine **ONLY**) are allowed. However, if alcohol will be served at your event you must hire a security guard. Any monetary compensation required for such services will be the responsibility of the lessee. All alcohol must be delivered to and removed from the premises during the hours reserved by lessee. Also, there are to be no alcoholic beverages outside of the facility, on the grounds or in the parking lot.
- Wilson Security (704) 873-7856 can be hired.
- Use of the Catering Kitchen is for service only. The Lessee or a caterer hired by the lessee should furnish all food items/equipment. Please note that there will be absolutely **NO** use of the kitchen in any way unless rented.
- Little Joe's is a non-smoking facility. Smoking is strictly prohibited in any area other than the designated smoking area. Smoking is permitted in the designated smoking area only – outside the front of the Barium Springs Museum. Cigarette and cigar butts must be disposed of properly. Failure to comply will result in forfeiture of the damage deposit.
- Parking or driving vehicles on grassy areas is strictly prohibited as there are underground sprinkler heads that may be damaged. Please contact the leasing coordinator for information on where vehicles can drive to unload for catering or rental agencies.
- Please do not use confetti, glitter, rice or bird seed at your event. Absolutely NO decoration of any kind may be attached to the walls, floors, ceiling, doors, doorframes, windows, window frames, chairs or tables. Nails, hooks, tacks, tape, glue, sticky tack or screws are strictly prohibited.
- All candlewicks must be enclosed – votive or hurricane type surrounds or containers are recommended. Several of the local rental companies have globed candelabras available. Check with the leasing coordinator for contact information.
- We do not permit any items to be left overnight unless approved by Children's Hope Alliance. However, the agency is not responsible for any items permitted to be left overnight.

The following require approval from the President/CEO of Children's Hope Alliance:

- Charging for admission for an event, selling tickets to an event, or taking subscriptions or collections at an event.
- Dances or bands as the sound level cannot exceed 100 decibels.
- Selling or offering merchandise at an event.
- Any media coverage, including but not limited to television, radio, newspaper, magazine, internet and pod cast, of any event at Little Joe's must be pre-approved by the President/CEO of Children's Hope Alliance

THE DAY BEFORE YOUR EVENT

Please stop by the Administration Building and pick up the key to Little Joe's. The key will be available for pickup after 1pm and before 4:20pm. If you need to arrange a special time to pick up the key, please contact the leasing coordinator.

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CLEAN-UP & DAMAGE DEPOSIT REFUNDS

At the end of the event, the lessee is responsible for returning Little Joe's back to its proper condition, including but not limited to the removal of **ALL** food, trash, etc. from the rental space. Trash should be deposited in the dumpster located in the northeast end of the parking lot (behind the Barium Springs Museum). The damage deposit will not be refunded if this rule is violated.

After each event the leasing coordinator will perform a walkthrough of the facility to ensure there is no damage and to verify that the lessee followed all the guidelines outlined in the Reservation Form as well as those stated above. In the event all guidelines were followed and there is no damage to the facility, all damage deposits will be returned to the lessee within forty-five days after the event. Please note that Children's Hope Alliance will charge a fee of \$25.00 for all returned checks as allowed by the N.C.G.S. 25-3-5-06.

EVENT CANCELLATIONS

We understand that there will be times that events may need to be cancelled. Therefore, cancellations made with at least 14 days notice prior to the date of the scheduled event are entitled to a full refund of the damage deposit. Rentals cancelled due to inclement weather, ice, snow, hurricane, etc. will receive credit towards a rescheduled date or a full refund at the time of cancellation. Deposits returned due to a cancellation will be processed and returned to the lessee within forty-five days after the cancellation.

