

A WEDDING AT MOOREFIELDS

The 1785 house, formal gardens and extensive open space at Moorefields offer a sylvan canvas where a bride and groom may celebrate a marriage tailored to their unique specifications. We have prepared a brief outline of things you need to know to host a ceremony and/or reception.

RENTAL INFORMATION AND AGREEMENT

1. **RENTAL COST.** The cost of renting Moorefields is \$2,000. To guarantee a booking date, a signed reservation form and a deposit for half of the rental fee must be received within one week of a verbal booking. The balance of the rental fee is 30 days prior to the event date. There is also a \$250 returnable cleaning and damage deposit, also due 30 days prior to the event.
2. **CAPACITY.** Moorefields can accommodate events with as many as 200 guests.
3. **FACILITIES.** Floor space and facilities inside the house are limited. Most weddings are conducted outdoors. Virtually any spot on the grounds is available for use. The wedding planner, caterer, or other person orchestrating the event should coordinate preliminary planning with the Moorefields site supervisor to determine where tables, a bar, dance floor and other amenities will be located. A map of the planned layout should be provided to the site supervisor, caterer, and those delivering rental equipment 5 days before the event. Electrical outlets are available outside.

Due to the limited septic system at Moorefields, **the renter is required to lease an appropriate number of portable toilets for the event.** A copy of the written contract between the renter and portable toilet company must be provided 5 days before the date of the event.

The small bathroom inside the house is limited to use by the bride and her attendants. The remainder of the downstairs space is available for dressing, placement of gifts, use by caterers, posing for photographs and visiting by your guests. There is a sink in the back hall, but no kitchen.

4. **HOURS.** The wedding party has access to Moorefields for 8 hours, including the rehearsal, if any. The rental period on the day of the event begins at the time of requested access to the house and grounds and includes the time the caterers require to set up, the ceremony, and the reception. All festivities must end by 10 PM. Rehearsals must be scheduled in advance with the Moorefield site supervisor.
5. **ALCOHOL.** The use of alcohol is only permitted with a valid permit from the North Carolina ABC Commission obtained either by the caterer, or by the renter, with a copy provided to the site supervisor 5 days before the event. Only professionally trained bartenders provided by caterers or hired by the renter from a bartending company are permitted to serve alcoholic beverages. Self-serve alcohol is NOT permitted. **BROWN BAGGING IS ILLEGAL AND STRICTLY PROHIBITED.** No cash bars are permitted unless the renter supplies Moorefields with a Certificate of Insurance which names Moorefields as an additional insured.

Alcohol may be served and consumed anywhere outside the house.

Renters are responsible for monitoring the alcohol consumption and behavior of the guests. Single event liability insurance is strongly recommended for your protection and peace of mind.

6. **PARKING.** The wedding party is responsible for management of parking and must provide at least 2 parking attendants to direct parking and monitor drop-offs. Most cars will be parked outside the white, double-gated fence to the south. This enables the wedding to occur without the intrusive presence of vehicles, and allows the house to be approached at a slower pace consistent with the period in which it was constructed. As an alternative, valet parking may be provided, but must be coordinated ahead of time between the site supervisor and the parking company supervisor who will be onsite during the event.

If valet parking is not provided, the elderly and handicapped may be dropped off by the house before their cars are parked by the driver in the appropriate place. Caterers, musicians and other service personnel may unload their equipment by the house before parking with the other guests.

7. **DANCING.** Installation of a portable dance floor is required if guests are invited to dance.

8. **COMBUSTIBLES.** No smoking is permitted inside the house. Smoking of cigarettes or cigars is allowed on the grounds, but ashtrays must be provided. Only votive candles in appropriate containers are permitted inside the house, in locations, approved by the Monitor. Open fires, sparklers, firecrackers, or other pyrotechnic devices are prohibited.

9. **RICE, CONFETTI, ETCETERA.** No rice, confetti, birdseed, bubbles, or other material may be thrown or blown inside the house. Birdseed and bubbles are permitted outside.

10. **CLEANUP AND TRASH.** Renters are responsible for clean-up and returning the house and grounds to their original condition. All trash must be taken away by the caterer and/or renter immediately after the event. Recyclables should be separated and disposed of appropriately. All personal items must be removed from the house and grounds. Moorefields is not responsible for any loss or damage to personal items.

11. **CANCELLATION.** When you contract with Moorefields for your event, that date is no longer available to other potential customers. If the event is cancelled more than 6 months before the event date 50% of the deposit will be refunded. If the event is cancelled less than 6 months before the event we will be unable to refund any part of the deposit.

RESERVATION FORM FOR A WEDDING AT MOOREFIELDS

Please complete this form in its entirety. Events cannot be booked with this signed form and payment of the 50% rental deposit.

Date of Event: _____

Name: _____

Mailing Address: _____

City: Zip: _____

Email Address: _____

Phone Number(s): _____

Type of Event: _____

Event will begin at: _____ and will end at: _____

(All events must end no later than 10:00pm. Please arrange with your caterer/staff to be set up and cleaned up within the 8 hour time frame provided above.)

Number of guests expected to attend: _____

I have read and understood the RENTAL AGREEMENT and agree to these terms.

Signature of Renter: _____ Date: _____

Signature of Moorefields Staff: _____ Date: _____

Please return this form/direct all questions to Moorefields site supervisor at:

Moorefields

2201 Moorefields Road

Hillsborough, N.C. 27278.

(919) 732-4384

moorefields@earthlink.net

FOR OFFICE USE ONLY

Rental Deposit Paid: _____

Rental Balance Paid: _____

Security Deposit Paid: _____

Monitor Fee Paid: _____

Security Deposit Refunded: _____