

**ORTON PLANTATION  
GROUNDS RENTAL TERMS AND CONTRACT**

Several scenic venues at Orton Plantation are available for special events. The Pavilion can accommodate 40 people, the Pavilion and Courtyard can accommodate 128 people, Luola's Chapel seats 120 people, and the lawn overlooking the Colonial Rice Fields and the Cape Fear River can accommodate up to 400 people. These picturesque settings are perfect for weddings, receptions, company retreats, family reunions, luncheons, showers, club meetings, birthday parties, and more. The following terms apply:

1) Fees (including access to the Gardens):

<u>Venue</u>	<u>Mon-Fri</u>	<u>Sat-Sun</u>
Pavilion	\$500	\$700
Pavilion and Courtyard	\$1,000	\$1,400
Luola's Chapel	\$1,000	\$1,500
Luola's Chapel and the Pavilion	\$1,250	\$1,750
Luola's Chapel and the Pavilion and Courtyard	\$1,500	\$2,000
Lawn Overlooking Rice Fields and River (includes Luola's Chapel)	\$3,000	\$3,500

2) Timing: Events must not last more than 5 hours and must take place between 8:00 am and 6:00 pm.

3) Payments: To reserve a venue, this contract must be submitted and 50% of the fee must be paid. The remaining 50% of the fee is due no later than 30 days before the event. These payments are not refundable.

4) Deposits: A refundable \$500 deposit, in addition to the fees and payments noted above, is due no later than 30 days before the event. This deposit is to protect Orton Plantation property from damage, to provide clean-up if necessary, and to ensure timely removal of all decorations, trash, tents, or any other equipment supplied by caterers, florists, equipment rental companies, guests, etc. Such deposit will be returned, less any charges made at the discretion of Orton Plantation.

5) Rehearsals: A one-hour rehearsal may be scheduled prior to a wedding and should be strictly limited to the wedding party participants only. If the rehearsal is planned for a day when another event is scheduled, the rehearsal must be scheduled as to cause no interference with the other event. Rehearsals must be completed by 6:00 pm.

6) Electricity: Electrical power (110V) is available at the Pavilion and Luola's Chapel, but generators (provided by lessee) must be used on the lawn overlooking the Rice Fields and the River.

7) Music: Music is allowed provided the noise level does not interfere with other visitors' and staff's enjoyment of the grounds. Should Orton Plantation staff request volume be lowered, compliance is expected. If volume is not lowered, the event will be terminated by Orton Plantation staff.

8) Setting Up and Cleaning Up: Erecting equipment (tents, tables, chairs, etc.) may begin no earlier than noon (12:00 pm) on the day prior to the scheduled event and must cause no interference or inconvenience to another event scheduled on that day. Flowers and decorations may be installed the day of the event. Flowers and decorations are limited to free standing placement. Nothing may be nailed, tacked, stapled, or attached by any form of penetration to the interior or exterior walls or woodwork of the Pavilion or Luola's Chapel. Candles may not be left unattended. Only birdseed, fresh flower petals, or bubbles are allowed to be used for "send-off". All flowers, decorations, food, drink, garbage, etc. must be removed from the

grounds by 6:00 pm on the day of the event. All equipment (tents, tables, chairs, etc.) must be removed by no later than 12:00 pm on the day following the event. Ice may not be dumped on the grass, shrubbery, or flower beds. Failure to comply with this regulation will result in forfeiture of all or a part of the security deposit at the discretion of Orton Plantation. It is the responsibility of the lessee(s) to inform their guests and vendors of these terms.

9) Departure: All persons associated with the event (guests and vendors) must depart the grounds no later than 6:00 pm the day of the function. Failure to comply with this regulation will result in forfeiture of all or a part of the security deposit at the discretion of Orton Plantation. It is the responsibility of the lessee(s) to inform their guests and vendors of these terms.

10) Liability: Orton Plantation, its owners and/or agents, shall not be held responsible, and is hereby expressly relieved from any and all liability, for the safety and/or security of any equipment brought to the property for the event. This includes, but is not limited to, tents, canopies, chairs, tables, linens, pianos, organs, food, etc. Orton Plantation, its owners and/or agents, shall not be held responsible, and is hereby expressly relieved from any and all liability by reason of injury, loss, or damage to any person and/or property on or about the premises, however caused.

11) Vendors: Lessee(s) must provide a list of names, addresses, and phone numbers of any caterers, florists, musicians, event directors, equipment rental companies, and any other suppliers of goods and/or services for the event. It is the responsibility of the lessee(s) to inform their guests and vendors of these terms.

12) Lessee(s): For those who would like to rent a venue at Orton Plantation, please complete:

Name of Lessee(s): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Venues Requested and Total Fee: \_\_\_\_\_  
Date and Time: \_\_\_\_\_  
Estimated # of People: \_\_\_\_\_  
Will there be a rehearsal: \_\_\_\_\_ When: \_\_\_\_\_  
Name of Bride and Groom (if applicable): \_\_\_\_\_

13) Agreement: I/we, the Lessee(s) above, have read and agree to comply with the terms described in this Grounds Rental Terms and Contract and hereby reserve the venue noted above by making a non-refundable payment (50% of fee) of \$ \_\_\_\_\_ to the following Lessor:

Orton Plantation, LLC  
9149 Orton Road SE  
Winnabow, NC 28479  
Phone (910) 371-6851  
Fax (910) 371-6871  
E-mail [orton.office@ortonplantation.net](mailto:orton.office@ortonplantation.net)

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