



## *Person Place Preservation Society, Inc.*

605 North Main Street, Louisburg, NC 27549

[www.personplace.org](http://www.personplace.org)

Email: [info@personplace.org](mailto:info@personplace.org)

Person Place is a transitional Georgian/Federal style house dating from the 1790's and listed on the National Register of Historic Homes. It is owned by Louisburg College and managed by the Person Place Preservation Society, a non-profit organization, which restored the building from 1980 to 1990. Our house is available for receptions, luncheons, parties, meetings, seminars, and other approved functions. There are approximately 1,600 square feet of space available on the first floor for use during your function.

### **TERMS AND CONDITIONS FOR USE OF PERSON PLACE**

Usage policies help assure proper maintenance, use and enjoyment of our facilities and help preserve Person Place for future generations. The term RENTER refers to the individual or group that is paying the rental fee.

1. KEY: A key to the building may be obtained one business day prior to the event and must be returned by noon of the day after the rental period.
2. FIRST FLOOR USE: Only the first floor is to be used. For safety reasons absolutely no one is allowed upstairs in any section of the house. Windows must be left closed at all times.
3. DECORATIONS: No items may be attached to walls, windows, or woodwork anywhere in the building. The use of tape of any kind is prohibited and no greenery is allowed on the fine furnishings.
4. CANDLES: Only drip-less candles are allowed and only on the tables, not mantles.
5. FURNITURE: Furniture and pictures are not to be moved.
6. TABLES AND FOLDING CHAIRS: Person Place has six 60" round tables and 48 folding chairs available for use indoors only. These are located in the closet in the dining room (Room D). Please return them to the closet in an orderly fashion. There is also a dining table and 6 chairs in the staircase room (Room. C).
7. \*\*BEVERAGES: If alcoholic beverages are served, the RENTER is solely responsible for obtaining a special occasion permit from the NC Alcoholic Beverage Control Commission, 400 E. Tryon Rd, Raleigh, NC 27610 (919-779-0700). A copy of the signed contract verifying the date and location of the event is required in order to obtain the permit.
8. NOISE: The Person Place requests minimal noise after 10 pm. The Town of Louisburg enforces its "nuisance" rules.
9. SMOKING: Smoking is not permitted inside the house.
10. FIRE CODE: Due to the fire code, the maximum number of people allowed in the house is 125.

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11. KITCHEN USE: There are a dishwasher, microwave and refrigerator available for use. The range/oven, is offered, but is intended for food warming, not food preparation. There is NO garbage disposal, so please do not put food in the sink. RENTER must provide their own utensils, china, glasses, etc. **Do not use ice chests within the house.**
12. RESTROOM FACILITIES: There is only one bathroom, and the renter may need to provide additional outdoor facilities. We use 'A-Fresh-Potti' (252-438-8588) for events larger than 50 people.
13. BIRDSEED NOT RICE: Throwing of rice is prohibited. Birdseed or bubbles may be substituted, but used outside only.
14. USE OF TENT: A tent is allowed and can be located on the north side of the Person Place directly outside Room F; however, the town of Louisburg requires a permit for certain sized tents. See below for details. \*
15. USE OF SIGNS: Small signs are allowed in the yard, but must be removed immediately after the event. Do not attach signs to the structure of the house.
16. PARKING: Louisburg College has several parking areas adjacent to the Person Place that may be available with prior approval. For events of 75 people or more, RENTER must provide a parking attendant.
17. CLEAN UP: All areas must be cleaned and restored to original condition, including sweeping of all floors. All materials, equipment, debris and food must be immediately removed at the conclusion of the rental period. The renter is expected to remove all trash from the property at the conclusion of the event. Two 30 gallon trash cans and trash bags are supplied. Tents, port-a-johns, etc. must be removed the day of the event, or at a time that has prior approval.
18. SECURING THE BUILDING: All exits must be locked whenever the building is left unattended, as well as at the conclusion of the event.
19. RESPONSIBILITY:
  - a. Person Place Society shall not be liable for any damage to or destruction of property of the RENTER, on the rented premises, regardless of the cause of such damage or destruction.
  - b. RENTER releases and discharges all claims against Person Place Society and hereby assumes full responsibility for any injuries, damages, or losses that RENTER or invitees of RENTER may incur in connection with said activities.
  - c. RENTER shall not re-assign this AGREEMENT without the prior written consent of Person Place Society.
20. ADHERENCE TO POLICIES: It is the responsibility of the RENTER to inform their guests of the above policies.

**\*Tent addendum: policies and permit information**

1. If tents are in excess of 400 sq. ft. and closed on all sides, it will be necessary for the Renter to obtain a tent permit from the Franklin County Planning and Inspection Dept., 215 E. Nash St., Louisburg, NC (919-496-22810).
2. If tent is open on all sides and not greater than 700 sq. ft. no permit is needed.
3. Tent must be positioned at least 12' away from house.
4. Tents may be erected two days prior to event.

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