



# Page-Walker Arts & History Center

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## POLICIES AND PROCEDURES For Use of the Page-Walker Arts & History Center

Thank you for choosing the Page-Walker Arts & History Center for your event. We hope the following information will answer any questions you may have about your rental. If there is any additional information we may provide, please do not hesitate to phone us at (919) 460-4963.

**The Page-Walker was built in 1868 and is listed on the National Register of Historic Places. It is one of the few remaining structures from the earliest days of the Town of Cary. Great care and efforts were taken in the restoration of this important Cary landmark. Please observe the following conditions while renting the Page-Walker to safeguard it for future use.**

### GENERAL CONDITIONS GOVERNING ALL FLOORS:

#### RENTAL HOURS

1. Rentals may be booked as late as 11:00 p.m. Sunday – Thursday and 1:00 a.m. on Fridays and Saturdays and are not just limited to Page-Walker public hours.
2. Access to the building is limited to the times specified on your *Application for Use of Facility*. Changes to the agreement regarding rental time may be made with prior approval of the Center Supervisor, who will consider other rentals and programs scheduled that day, as well as extenuating circumstances.
3. Renters will be charged for any additional time the facility is used beyond the times listed on the rental agreement.

#### SET-UP

1. **Please allow time for set-up and clean up** within the rental hours.
2. A Page-Walker staff member (Center Aide) will be present during your entire rental to provide guidance and oversight regarding the use of the facility and equipment.
3. To ensure all rentals have the allotted number of chairs and tables, these items may not be moved between floors, with the exception of the items stored in the basement for use on the first floor.
4. Please ensure that tables and chairs do not touch the walls, antiques, or artwork.

#### CLEAN-UP

1. Please leave the facility in the condition you found it. Renters are responsible for clean up after their event, including taking out trash, sweeping, damp mopping spills, etc. (Center Aide will provide all necessary supplies and equipment)
2. Renters are responsible for returning town equipment (tables, chairs, rugs, etc.) to its designated place within the facility as guided by the Center Aide.
3. Persons/groups are responsible for any personal items brought into the facility, and their removal at the time they vacate the premises. The Page-Walker is not able to store supplies or personal items for renters or their representatives, including caterers, florists, etc. Tents must be removed from the premises at the time agreed upon by the Page-Walker staff.

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## General Conditions Governing All Floors, continued

### DECORATIONS

1. Only free standing decorations are permitted. Absolutely nothing may be taped on interior or exterior walls, floors or doors. String and ribbon are permitted.
2. Please be aware that one of the primary functions of the Page-Walker is as an art gallery for the Town. Art works are usually on display and change periodically. **Art work may not be moved nor is anyone allowed to handle any of the works on display.**

### SAFETY / HAZARD / PROHIBITIONS

1. Due to the historical nature of building and public safety, fires are not permitted in fireplaces.
2. Fireworks of any nature, including sparklers, are prohibited.
3. Pig cookers or grills may be allowed only in the parking lot area of the facility.
4. Candelabras, luminaries, open-flame torches, or any other open-flame items are not permitted. Only smokeless, non-drip candles, which must be enclosed in containers, are allowed. Oil candles are *not* allowed. Candles may not be placed on mantles. You will be charged for any clean-up or damage caused by wax.
5. Red wine is permitted however, you will be charged for any clean-up or stain damage resulting from the use of red wine.
6. A **tent** is permissible in the brick courtyard & garden area only. The tent cannot be staked and must be weighted with sand, water filled containers, or concrete blocks. Any tent larger than 250 square feet with sides requires a permit from the Town of Cary Fire Department. **Propane heaters are not permitted.**
7. Birdseed may be thrown outside only and must be swept up afterward. Rice, confetti and bubbles are not allowed.
8. No Smoking is allowed in building. Smoking is allowed outside only in designated area.

### ABC PRIVILEGE

1. Completion of a Beer & Wine Application and payment of a \$50.00 application fee is required in order to be able to serve beer, wine or champagne. (Those are the only alcoholic beverages allowed) All local and state Alcohol Beverage Control ordinances/regulations will be adhered to while using the building.
2. Any registered non-profit group that intends to serve alcohol and accept any sort of donation, admission fee, and other direct payment must secure **an additional special-issue ABC permit** through the North Carolina Alcoholic Beverage Control Commission.

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## **SPECIFIC CONDITIONS AND INFORMATION GOVERNING EACH FLOOR**

### **First Floor Rentals**

1. First Floor rentals include the Main Gallery (approx. size: 22'x38'), parlor, lobby, kitchen, brick courtyard, adjacent gardens and grassy area. **Maximum capacity for the Main Gallery and Parlor is 99 people.** Guests are not allowed in the basement (except to move chairs or tables), or on the 2nd or 3rd floors. Please ask Center Aide on duty for permission to throw bouquet off the 2<sup>nd</sup> floor balcony overlooking the brick courtyard.
2. You have access to 99 fully padded banquet chairs stored in the basement with three chair carts to load and unload chairs. Your party is responsible for bringing up chairs on the elevator and returning them to the basement at the conclusion of your event. **The Center Supervisor must approve the use of additional rental chairs and tables from commercial vendors for your event.** Rented lightweight chairs may be used in grassy area, weather permitting.
3. Chairs and tables provided by Page-Walker may be used in the brick courtyard, if the weather is clear. **They may not be used in the garden or grassy areas.**
4. Twelve (12) oblong six foot folding tables, ten 48" round and two 60" round tables. The tables are stored on wheeled carts in the basement and may be brought to the 1<sup>st</sup> floor on the elevator.
5. The 48" round table carts & chair carts may be brought into the historic section of the building (facing the railroad tracks). Please be careful loading and unloading tables and chairs so as not to damage door jams and wood floors. Please ask Center Aide on duty for permission to use outside hand truck.
6. The Main Gallery will hold approximately 80 people seated theater style or 50 seated at tables.
7. The grand piano in the main gallery may be played by a trained pianist only. The piano may be shifted slightly with prior permission of the Page-Walker staff. If the piano is moved without permission, you may be charged for the cost of tuning. **Please do not place anything on the grand piano.**
8. There are 11 electrical outlets in the main gallery, 4 in the parlor, 5 in the kitchen, 1 in the lobby and 2 in the courtyard.
9. Antique furniture in the parlor may not be moved without permission. No food or drinks are allowed to be served from the parlor due to the fragile nature of the furnishings. **Please do not play, or place anything on the antique square piano.**
10. The kitchen comes with the first floor rental and is intended for use in staging, warming, but **not cooking** food. The kitchen is equipped with a refrigerator, range, oven, microwave, two-basin sink, and bar sink. Serving utensils, plates, linens to be arranged by the renter. These items need to come in and out during your rental time. At the conclusion of your event, the kitchen must be cleaned and **trash placed in receptacles at side of building.** Ask the Center Aide for additional trash bags. Please use recycling containers when possible. Thank-you.
11. Please be aware that unless you have rented the upper floors, there may be other rental groups using the upper floors during your event. **The elevator, stairwell entrances, all fire exits, and reception areas may not be blocked.**

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## **SPECIFIC CONDITIONS AND INFORMATION GOVERNING EACH FLOOR *Continued***

### **Second Floor Rentals**

1. The second floor rental includes the Conference/Education room (**Maximum capacity 42 people**, approx. Size: 14' x 21'), and the adjoining furnished side parlor. Your guests may use the 2nd floor classroom with sink next to the elevator with the prior consent of the Center Supervisor. The library separated by the hallway is not included in the rental.
2. The conference room includes 6 oblong six-foot folding tables and 30 stacked chairs. Tables are stored on a cart in the hallway closet. Please ask a center aide for access to the tables in the hallway closet. Chairs are stored in the small classroom. You may arrange these for your event, but must return them to their original location at the conclusion of your event. **Please do not “borrow” tables and chairs from other rooms or floors.**
3. There are 8 electrical outlets in the conference/education room.
4. There is one uni-sex bathroom near the elevator.
5. You may not move furniture in parlor. No food or beverages are allowed to be served from the parlor.
6. Balcony overlooking the courtyard can be used only with permission by Center Aide. (Brides who rent the 1<sup>st</sup> floor may use this balcony to throw their wedding bouquet if there is not a rental on the 2nd floor with permission by Center Aide). **The balcony over the main front porch is not for public use.**

### **Third Floor Rentals**

1. The third floor includes the Archive Gallery (**Maximum capacity 60 people**, size: 23'1/2" x 27'). Use of the 3rd floor classroom located next to the elevator requires prior consent of the Center Supervisor. The Cary Heritage Museum may be visited by request.
2. Forty (40) stacked chairs and eight (8) rectangle six foot tables are included. They are stored in the double door utility closet, which the center aide will open for you. You must return tables and chairs to the closet at the end of your rental. **Please do not move additional tables and chairs from other rooms or floors.**
3. There are 12 electrical wall outlets and 2 electrical floor pockets.
4. There is one uni-sex bathroom near the elevator.

### **Severe Weather Policy**

The Director of Parks, Recreation, and Cultural Resources or his designee will make the decision as to whether facilities (including the Page-Walker) shall be open and programs conducted based upon conditions of roads and streets in Cary, safe access into facilities (sidewalks, parking lots, steps), and changing/deteriorating weather conditions. All facilities and programs will follow the delayed opening, cancellation and/or early closing schedule decision by the Director of Parks, Recreation, and Cultural Resources. **While we rarely close due to conditions beyond our control, in the event that we are forced to do so, renters will be given the option of rescheduling or receiving a refund.**