



The Briles House was built in 1907 by Mr. Lee A. Briles and his wife Bertie Wallace Briles. The house stands as it was originally built and remained in the Briles family until the League purchased the home in November of 2002.

The Junior League of High Point, Inc. was founded in 1928 as the Junior Service League. Our name has changed, but our mission has remained our focus for 75 years: promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

In recognition of her contributions to the League on a local and national level, the Junior League of High Point chose to memorialize Mazie Froelich. Mazie served in 1969 as President of the Junior League of High Point, Inc. Later, she served as a Director in the Association of Junior Leagues International.

To encompass all the rich history of the house and the League, the house was named **The Mary Strickland Froelich Junior League of High Point, Inc. Headquarters – The Briles House**.

The Junior League of High Point ("the JLHP," herein) has created this rental contract and building rules to provide specific details and responsibilities for all parties involved in the rental of rooms and events utilizing space at The Briles House.

Please review this document in its entirety and refer all questions to:

The Junior League of High Point, Inc.
1103 North Main Street
High Point, NC 27262
Phone: 336-889-5479
Fax: 336-889-8508
Email: info@jlhp.org

The Briles House Rental Contract

Rooms and Rental Fees

Description of available rooms for rent:

The Conference Room

The Dining Room

The Front Parlor

The Music Room

Conference Room Weekday (5 hours) \$ 50.00

Conference Room Weekday (full day) \$100.00

Lower Level Weekday (5 hours) \$200.00

Lower Level Weekday (full day) \$500.00

Lower Level Weekend (5 hours) \$300.00

Lower Level Weekend (full day) \$800.00

Tent Usage Fee \$100.00

Bridal Photo Shoot (3 hours) \$ 50.00

Chair/Furniture Removal Fee \$ 50.00

Discounts:

The JLHP offers a 10% discount off rental fee to non-profit organizations organized under Section 501(c)(3) of the Internal Revenue Code.

The JLHP offers a 15% discount to all Junior League of High Point members in good standing.

Rental Period:

Weekday rental rates are charged on Mondays, Tuesdays, Wednesdays and Thursdays. Weekend rental rates are charged on Fridays, Saturdays and Sundays.

The Briles House is available for rental between 8:00 a.m. and 12:00 am on weekends. The function shall be concluded by 11:00 p.m. Lessee will have until 12:00 a.m. for clean up. Weekdays it is available from 8:00 a.m. to 5:00 p.m., with limited availability after 5:00 p.m.

The rental period includes set-up and break-down time.

Half day is defined as 5 hours or less; full day is anything over 5 hours.

Any extra hour, or any portion thereof, beyond the booked time frame will result in a charge of \$100 per hour deducted from the security deposit.

Features:

Fully equipped kitchen

Handicapped accessible

Movie screen available for slide presentation

Parking lot can be tented without drilling the pavement

Piano

Rental Areas and Capacities:

The Briles House reserves the right to determine which areas may be used for food and drink services.

The Briles House can accommodate 99 guests on the ground floor.

The upper floor is not available during events.

The Conference Room seating can accommodate up to 20 guests.

No furniture may be removed from any room by Lessee. At Lessee’s request, the JLHP will move chairs to a non-rented space for an additional \$50.

Junior League members will have access to the Headquarters via the back stairway for League business.

The Briles House has a private parking lot. There is additional parking street side and in surrounding lots that may be available during non- business hours. Please inquire at time of booking. Prior notice is needed for surrounding lots.

Booking the Briles House:

A deposit of 50% of the rental fee is due at contract signing. The balance is due prior to the beginning of the event and is payable by cash, certified check, Mastercard or VISA. Personal checks are only accepted more than 14 days prior to the date of the event.

Tours of the house may be taken by appointment only. There is no charge for tours and no obligation to book.

Lessee is solely responsible for operation of the event and agrees to save and hold harmless the JLHP, its successors and assigns, from any and all damages and liability arising from any and all actions of the Lessee, its guests, employees, agents and invitees.

Security Deposit:

The security deposit for renting the entire downstairs for a full day is 50% of the rental price. All other security deposits are \$100.

The security deposit is due at signing of contract.

The refundable deposit secures the obligation of the Lessee to leave the Briles House and grounds in a clean and orderly condition after the event. The JLHP may apply all or any portion of the security deposit to defray any cost or expense incurred in restoring the Briles House and grounds to their original condition and may further charge Lessee for said damages.

Catering:

The JLHP provides a list of “Preferred Caterers.” Lessee may select a different caterer, but the caterer must sign and abide by caterer’s contract and be approved by JLHP. They must provide a copy of its Certificate of Liability and local business license 30 days in advance of the rental date.

If alcohol will be served, the caterer must show proof of a valid ABC license and off-site liquor permit.

The JLHP reserves the right to refuse any caterer.

It is the responsibility of the Lessee to be sure the caterer understands that they are responsible for cleaning the kitchen and serving areas following the event. This includes cleaning sinks, counters, oven, refrigerator, microwaves, sweeping/mopping floors and removing all trash from the property and disposing of it in the outside toters. If the house is not left in a clean and orderly condition, then the Lessee may be charged additional fees that will be deducted from the security deposit.

All deliveries must be scheduled in advance by contacting the Manager and confirming the date and time with the Manager.

The caterers must check in with the Manager before leaving the premises.

Any caterer hired must have current liability insurance naming the Junior League of High Point, Inc. as an additional insured. If no caterer is hired, the Lessee must show proof of insurance stating a liability rider.

Music Policy:

The piano in the Music Room is provided for use by Lessee and may not be moved.

The Guilford County noise ordinance is strictly enforced at all events.

Rental Equipment:

Arrangements must be made in advance with the JLHP for delivery and pick up of all rental equipment.

If a tent is rented for parties over 50 people, some portion of the food and bar must be set up in tent area.

Cancellation Policy:

The JLHP will refund 50% of the deposit if the event is cancelled by Lessee more than 14 days prior to the date of the event.

There will be no refund of deposit or rental fee if the cancellation occurs less than 14 days prior to the date of the event.

Contract Requirements:

In the event of a dispute under this contract, the terms will be construed under the laws of the State of North Carolina.

This contract is not binding on the parties unless signed by Lessee and two Junior League of High Point, Inc representatives as defined in its by-laws.

Rules and Regulations:

1. In accordance with the Guilford County fire regulations, no more than **99** people may be in the Briles House at any time.
2. Note locations of fire extinguishers: back door and front parlor on first floor and by elevator door on second floor.
3. Smoking is not permitted inside the Briles House. Lessee is responsible for providing outdoor cigarette receptacles, and cigarette/receptacle clean up.

4. Votives, tea lights and sternos may be used in designated areas only. Any other type of exposed candle or burning object is expressly prohibited.
5. The fireplaces in the Briles House are purely decorative and NOT operational. Under no circumstances should the Lessee attempt to use any fireplace in the Briles House.
6. Decorations may not be hung from light fixtures.
7. Tape, nails, tacks, screws, staples, floral putty, and other adhesives may not be used on the walls, ceilings, moldings, door or window frames, or furniture.
8. All damage must be reported to the Manager immediately.
9. Rice, birdseed, confetti, glitter, sparklers, etc. are prohibited on the property.
10. Furnishings and equipment in the Briles House may only be used in the house and may not be moved or removed from the house without the permission of the Manager.
11. The Briles House and grounds must be left in the condition in which they were found at the beginning of the event.
12. The Briles House Manager is not responsible for set-up or break-down.
13. All of Lessee's personal property must be removed when the premises are vacated unless other arrangements have been made in advance with the Manager.
14. No event at the Briles House shall be opened to the general public.
15. The Briles House shall not be used for any unlawful purpose.
16. The JLHP reserves the right in its sole discretion, to require the Lessee to pay for a security officer.
17. It is understood the JLHP is in no way responsible for any personal injuries, property damage or other liabilities that may be incurred during use of The Briles House. Lessee agrees to release, indemnify, defend and hold harmless the JLHP for any and all claims and damages that may result from Lessee's, its guests', agents', employees' and invitees' use of The Briles House.

Evidence of liability insurance must be attached to this completed application.

Lessee has read the entire contract regarding the use of the Briles House, has initialed all pages not containing signatures and agrees to abide by the Rules and Regulations.

Signature of Lessee

Date

Approved and Accepted
(Signature of Junior League Representative)

Date

Approved and Accepted
(Signature of Junior League Representative)

Date

Caterer's Contract

(A) The kitchen is available to the Lessee and his/her caterer at all events. The kitchen is not a commercial kitchen and should be used only for reheating and serving food.

(B) The caterer shall supply all dishes, cups, silverware and serving dishes & utensils. The Briles House dishware may not be used at any time.

(C) The caterer is responsible for disposing of all trash during and after the event in the trash receptacles located in the kitchen. It is not acceptable to allow cups and dishes to accumulate on the furniture or fireplace mantles until the end of the event. Leftover food must be disposed of in the trash receptacles. DO NOT DISPOSE OF FOOD IN THE SINKS.

(D) The caterer is required after the event to remove all trash bags and empty boxes from the premises. Clean empty trash bags are to be left in the inside trash receptacles.

(E) The caterer must wipe all tables with a damp cloth and clean any food remaining from the tables, chairs or floors. Any damage to the furniture or facilities evident after an event should immediately be called to the attention of the Manager.

(F) The caterer must sweep and mop the kitchen floor if there is any kind of food or residue on the floor. After cleanup is completed, the Manager will inspect the facility and determine whether a clean up fee shall be assessed.

(G) The Briles House requires every caterer to be in full compliance with the North Carolina Board of Health and Guilford County Health Department guidelines as well as City of High Point, Guilford County and North Carolina license requirements.

(H) The caterer is responsible for returning all dirty china, silverware and glasses to the crates in which they were delivered. Glasses should be placed upright in the glass racks in which they were delivered. Linens should be folded and piled neatly on top. All such items should be left neatly by the back door for pick up. Tables and chairs should be broken down and stacked neatly in the back entry way for pick up. No item may be left in the Briles House or on the grounds for more than 36 hours after the event. Failure to remove these items in the time specified may result in a forfeiture of security deposit.

(I) Any event during which alcohol is served at the Briles House requires the services of the caterer's professional bartender.

(J) The Manager does not prepare or serve food and is not responsible for taking out the trash or cleaning the kitchen and rooms used after the event.

(K) All terms of the Briles House Contract are incorporated herein by reference as if fully set forth herein.

Signature of Caterer or Responsible Party Date

Signature of Junior League Representative Date

Signature of Junior League Representative Date