



Guilford County
STATE of NORTH CAROLINA

Hagan-Stone Park ARC Building & Chapel

Thank you for considering the ARC Building and/or the Chapel at Hagan-Stone Park as the site for your upcoming event. We are providing this general information packet to better acquaint you with the facilities and answer frequently asked questions. Please feel free to contact (336)641-2090 to schedule an appointment or visit our website at www.guilfordparks.com.

ARC Building

The ARC Building serves as the ideal setting for smaller gatherings such as weddings, business functions, and family events. The facility offers exclusive use of the building for your gathering. The facility will accommodate up to 86 persons. Tables and chairs are included with each rental and can be arranged to meet the needs of your group. A small kitchen is available for warming foods. The facility is heated and cooled and has a fireplace to add a central point. This space rents from 9am-9pm.

Chapel

This facility will accommodate 36 people seated. Outside the Chapel, the porch has the ability to accommodate larger services and outdoor ceremonies. The Chapel is equipped with heating and air conditioning for year-round comfort. This space rents from 9am-8pm.

Rental of the chapel offers exclusive use of the building and the surrounding grounds. Chairs may be rented for outdoor services through private rental companies.

FEE STRUCTURE

We are committed to keeping our prices affordable. The basic fees associated with utilizing the ARC Building and/or Chapel are as follows:

FACILITY RENTAL FEE:

| | |
|------------------------|-------------|
| Chapel: | \$200 |
| ARC Building: | \$50- \$200 |
| Chapel & ARC Building: | \$350 |

| Rental Time | 2hrs | 4hrs | 6hrs | 8hrs |
|-------------|------|-------|-------|-------|
| FEE | \$50 | \$100 | \$150 | \$200 |

Food provided by client: Clients are welcome to provide their own food and/or have their guests bring covered dishes. You will need to provide all serving pieces related to your food.

Food provided by a caterer: Many clients choose to engage the services of a professional licensed caterer when arranging for their food. Your caterer will be required to provide documentation in order to use the facilities. The caterer is assessed twelve percent (12%) of their total invoice before taxes as a fee for conducting business at Hagan-Stone Park and using the facilities. This charge will appear on the bill you receive from your caterer, not on your Hagan-Stone Park bill. This does not apply to events where the customer picks up the food from the caterer or restaurant or in cases where the caterer or restaurant simply drops off the food.

LEASE AGREEMENT, DEPOSIT, CANCELATION & FINAL PAYMENT

Reservation & Deposit: Your reservation will be confirmed when we receive a signed copy of the Lease Agreement, Rental Estimate, and Policies, along with a **\$50** advance deposit. **This deposit is non-refundable under any circumstances.**

Final Payment: Your balance will be due in full no later than ten (10) days prior to the date of your event. Any incidental expenses incurred on the date of your event will be due by the end of your event.

Cancellation: If you must cancel your event for any reason, a written notice is required. The **\$50** deposit is non-refundable and is retained in the event of your cancellation. If the event is held it is applied to your balance. If a cancellation is received in writing with at least ninety (90) days notice, any money paid in excess of the \$100 deposit is returned. If the cancellation is within ninety (90) days of the event, all money paid is retained unless the space is re-rented to someone else.

Clean up Requirements: Customers are expected to clear their tables of all trash and place all disposables in the trash cans provided by the facilities, remove anything they brought in for the event, and leave the kitchen in the condition in which it was found. If this is not done, a \$100 clean-up fee will be assessed to the customer.