



LATTA PLANTATION

## RENTAL CONTRACT

5225 Sample Rd  
Huntersville, NC 28078  
(704) 875-2312, phone  
(704) 875-1724, fax  
www.lattaplantation.org

- Latta Plantation will not be closed to the public during your event. Every effort will be made to remind visitors to be courteous and at a respectful distance.
- The balance, including the \$150.00 cleaning deposit, must be paid no later than two weeks before your event. If the balance or cleaning deposit is not received at that point, Latta Plantation reserves the right to cancel the event.
- Cancellation Policy: Events may be cancelled up to two weeks prior to your event. Once the balance is paid, it is **non-refundable**. The 50% deposit is due two weeks after the rental application and contract are complete. The 50% deposit is **non-refundable**.
- Refunds will not be given due to inclement weather.
- In the case of inclement weather, Historic Latta Plantation will not be responsible for providing shelter for your guests. We recommend you rent a tent or tents for outdoor events.
- Rental fees include setup and breakdown by outside vendors. This includes the time the caterers, DJ, band, etc. will be onsite. Please include that in your calculations. Time exceeded will be taken out of the cleaning deposit.
- The site must be left clean and free of trash. This includes cleaning up your hangers, garment bags, makeup, and beverage cans/bottles on the grounds and in the visitors center. To avoid ingestion by the livestock, artificial flowers are prohibited.
- Latta staff will not be responsible for moving tables and chairs that are left on the property overnight or over the weekend.
- Rentals of the property do not include guided tours of or access to the house.
- There are no lights on site. Please be aware that evening events will need to provide lighting for their guests to safely exit the property.
- There are limited electrical outlets on site. Please be aware of the distance between the outlets and the location of your event. Historic Latta Plantation will not be responsible for providing extension cords.
- Decorations may be hung on existing nails or structures. Nothing permanent may be added. Decorations on the house or outbuildings must be approved by staff.
- The livestock will not be moved from their evening pasture. Be advised that the animals may make noise during your event.
- The Jean Boggs Heritage Center will be open for your guests to use the restroom facilities. The gift shop will not be open for sales after 5pm.

By signing this form, I understand the policies put forth by Historic Latta Plantation and agree to comply with said policies. Violation of policies may result in loss of monies paid and nullification of contract.

**Please complete and sign this form and return it to Historic Latta Plantation via fax or mail.**

Latta Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_