



VENUE RENTALS

2021



THE BASCOM

The Bascom provides a dynamic and inspirational arts experience that inspires and attracts residents and visitors through interaction with all forms of visual arts. Located in beautiful Highlands, NC, The Bascom offers renters a unique vintage wood, glass, and steel space surrounded with unembellished mountain views. Our six-acre campus is conveniently located to the area's various country clubs and is a short drive to Cashiers, Glenville, Sapphire, and Lake Toxaway, as well as nearby cities such as Atlanta, Asheville, and Greenville. With a mission statement centering on Education, Outreach, and Exhibitions, when you choose The Bascom you choose to become a partner in the visual art enrichment of the plateau.



Jonathan Hillyer Photography

OUR HISTORY

The Bascom owes its existence to artist Watson Barratt, who had the vision to establish a permanent gallery in Highlands for the display of works created by regional artists. His bequest made possible an exhibition space in the Hudson Library beginning in 1983. Creating such a space in a town of just a few hundred residents was visionary at the time, distinguishing Highlands as a progressive community committed to nurturing its local talent and to celebrating its natural assets.

Over time, The Bascom developed into a not-for-profit art center and a beloved creative resource for artists at all levels, as well as the community as a whole. Its enormous success reflects the region's passion for the arts.

OUR CAMPUS

Completed in 2009, The Bascom is beautifully located on a six-acre campus situated on the former Crane Horse Farm. The main building is a Dewolf Architecture and Lord, Aeck & Sargent Architecture design: 27,500 square feet of museum-quality space combining the hand-hewn post-and-beam Ester barn with modern materials including stone and glass. The Ester barn was originally built in 1838 in Linglestown, Pennsylvania, where it served as a stagecoach shop until the 1920s. Later it was used in farming operations.

The old-growth pine floors in The Atrium are the original "threshing floor" sourced from several historic barns. The threshing floor was where the dried wheat was scattered and struck with a stick and leather beater. This legacy gives The Atrium's wooden floors the irregular nicks and warm patina visible today.



THE VENUE

OUR COVERED TERRACE

The Bascom's covered terrace is available to rent for guest functions Monday-Sunday from 5 pm-11 pm. This area can seat 100 guests under the covered portion and 200+ with additional tenting.

The Bascom's covered terrace rents for \$6,000.



OUR RENTAL POLICY

Highlands is located in a temperate rainforest. Please note that weather can change quickly and there should always be an inclement weather option. The covered terrace is open on three sides and has no permanent walls, heating, or air-conditioning. We do have temporary canvas walls with windows that can be lowered in case of inclement weather, however, it should be noted that these walls are not ideal for strong winds or rain.

Due to The Bascom's non-profit status, political, non-wedding religious services, and merchandise sales by outside groups cannot be accommodated.

Renting The Bascom's covered terrace does not include the rental of any additional part of The Bascom's campus, with the exception of our two outdoor classrooms. During your event, caterers are welcome to use our main level catering kitchen and guests may use our main level restroom facilities. Gallery, administrative, and classroom spaces will remain locked during all venue rentals.

Renting The Bascom's covered terrace does not include any other service aside from facility rental. During your event, The Bascom will provide one attendant to offer light custodial work and to lower canvas walls due to weather. The Bascom does not offer any services in moving or renting furniture, party planning, or clean-up. For this reason, and to ensure that your special day runs effortlessly, The Bascom requires that all renters use a non-related professional event planner with a working website. The Renter's event planner must be on campus during set up, event, and tear down.

We understand that Highlands' geographical location can cause many logistical problems. We proudly offer a list of preferred vendors who are familiar with our facility and area. Due to these same logistical issues, your rental fee at The Bascom includes a 48 hour grace period (24 hours on each side of the event) to allow for rental drop-off and pick-up.



The Bascom Venue Rental Contract Guidelines

Thank you for choosing The Bascom as the site for your special event. The Bascom provides renters with unique spaces, spectacular mountain views, and the expertise and services of experienced staff. **To book your event all that is needed is a signed contract and a deposit!**

The main building's covered terrace can accommodate up to 200 guests. Please remember that we are in a rainforest in the mountains. The months of April-May and October-November can be risky due to the weather. The space is not heated or air-conditioned and does not have permanent walls.

HOURS AND DAYS AVAILABLE

Rentals of The Bascom's covered terrace may be scheduled between 6:00 pm and 10:00 pm, Monday-Sunday. Fees are for a seven (7) hour rental period, inclusive of deliveries, set up (4:00 pm - 6:00 pm), break down, and clean up (10:00 pm - 11:00 pm). Additional time for events may be agreed upon for an additional fee. The galleries close every day at 5 pm. If you would like to have the Shop opened during event hours, this is available for an additional fee.

WHO MAY RENT AND TYPES OF FUNCTIONS?

Individuals and groups may rent by reservation and according to the guidelines set forth. Political, religious, merchandise/ticket sales by outside groups cannot be accommodated.

COMMUNICATION AND INDIVIDUALS IN CHARGE

The renter shall allocate one contact person who must be familiar with all aspects of the event and present during set up, the event, and tear down.

FEES & RESERVATIONS

The Bascom requires a signed contract, proof of an event planner (weddings only), a 50% non-refundable deposit of the rental fee, and a \$500 refundable security deposit to confirm a booking. Dates and fees are locked in when an agreement is co-signed and a deposit is made. Fees are for a seven (7) hour rental period, inclusive of deliveries, set up, break down and clean up. Additional time for events may be agreed upon for an additional fee. The remaining balance and Certificate of Liability Insurance is required 30 days before the event. Charges cover the cost of space use, staff time, and housekeeping.

Renters pay directly to outside preferred sources for catering, equipment, and rentals. Renters will be required to choose from among The Bascom's preferred providers for chairs, tables, dishes, caterers, entertainment, etc. **The Bascom Events Manager is in no way the coordinator for the event. All weddings and wedding receptions are required to obtain a professional wedding coordinator from our preferred vendor's list. Corporate or other event renters coordinate their event. This must be signed off by Event Manager.**

Renter Initials _____

INSURANCE

For each event, a Renter must obtain and provide The Bascom with proof of \$1 million in liability insurance coverage. Request a certificate from your insurance agent and send to The Bascom Event Manager (The Bascom, 323 Franklin Rd., Highlands, NC 28741. FAX 828.526.0277). The Renter agrees to assume full responsibility for any injury to persons present at the event, any damage to property of persons present at the event, and for any damage, theft, or injury to any property. Damage: Any damage to The Bascom facilities, artwork exhibited, or equipment beyond normal wear and tear will be determined by the Event Manager. The Renter is responsible for the repair and/or replacement cost associated with such damage.

DELIVERIES & SET-UP/BREAKDOWN

The contact person, wedding coordinator, or appointed renter's representative must be on-site to receive and direct all rental deliveries or pick-up of equipment. Load-in and set up for events may begin at 4:00 pm. Additional time for event set up and breakdown may be added for a fee. The Bascom allows a 48 hour grace period (24 hours on each side of the event) for rental drop-off and pick-up. Items not picked up 24 hours after the event will incur a fee.

CATERERS

Renters will use only professional caterers, pre-approved by The Bascom. See Bascom's list. If you have a preferred caterer, which is not on our current list, we will need to approve. All preferred caterers have liability insurance coverage up to \$1,000,000; they name The Bascom on their policy and have the appropriate health licenses. Unfortunately, the art center cannot accommodate functions with personal catering by the Renter. The Event Manager will need to know the arrival and departure time of caterers and requires that caterers bring their own trash liners and take responsibility for removal of event trash, recyclables, equipment, and food. The caterer must leave The Bascom's serving kitchen as clean as they found it when entering the building. Security Deposit will be returned to the renter after kitchen and site inspection. The deposit will be kept by The Bascom at its sole discretion should the caterer fail to meet any of the cleaning requirements.

CATERERS, TRASH, RECYCLING

For all events, the Renter's caterer must remove bagged trash and also glass, plastic, and recyclable materials. The Bascom's trash receptacles are very limited, and BEARS are a constant threat.

FOOD AND BEVERAGES

Food and beverages must be served and consumed on the terrace. The Bascom is responsible for the preservation of the artworks entrusted to its care. Any person whose behavior threatens or appears to threaten the exhibitions will be asked to leave the premises.

ALCOHOLIC BEVERAGE SERVICE

The renter must use The Bascom Bar package for any event which includes alcohol. See attached for various package options. **Bartenders are not included in this package and should be provided by the Renter's caterer. Bartenders must have appropriate health licenses and serving permits. Confirmation of guests count and payment of The Bascom Bar Package must be received 30 days prior to the event to allow for vendor delivery schedules.**

SMOKING AND CANDLES

Per standard art center and museum procedures, it allows no open flames and no lit candles. LED lights are acceptable. Cigarettes, cigars, pipes, and e-cigarettes, or other smoking are not allowed in the buildings, on the covered bridge or pavilion, or terraces. The Bascom is a non-smoking campus.

Renter Initials _____

KITCHEN, EQUIPMENT, SUPPLIES, TRASH

The Bascom main building contains a catering kitchen. The catering kitchen and adjacent outside corridor are equipped for plating food prepared by caterers in off-site locations. Renters will have choices of caterers and other suppliers from the preferred vendor list. Renters and their suppliers will provide equipment required for the venue rental, e.g. piano, tables, chairs, flatware, china, and linens. All equipment, décor, piano, tables, chairs, and materials must be removed immediately after the event concludes unless other arrangements have been made in advance.

No bubbles, confetti, rice, birdseed, whipped cream, or silly string, indoors or outdoors. No sparklers or fireworks. No top-heavy flower arrangements.

The following cannot be moved from the terrace/porte cochere: trash cans, benches, bike rack, or the cart.

MUSIC

Live and recorded music are allowed up to 10 pm. The Bascom asks that the Contact Person arrange for the band or music to conclude by 9:45 pm. The Event Manager will take random decibel meter readings to ensure that the sound is within the Town of Highlands limit. The Renter must secure an amplified music permit. Applications are available from the Event Manager and must be submitted at the Town of Highlands office and approved by the Mayor.

VALET SERVICE AND PARKING

For functions larger than 125 people, valet parking service or shuttles are required. The parking lots on-site can accommodate 75 cars. Vehicle parking in the front and back lots of The Bascom is available on a first-come-first-serve basis. Handicapped spots are well marked. Parking along Oak Street is allowed by the city, only if all 4 tires of the vehicle are on the grass and not the pavement so that emergency vehicles can get down Oak Street. Arrangements and costs are the responsibility of the Renter.

SECURITY

All events where alcohol is served are required to obtain a security company or off-duty police for the duration of the event. Arrangements and cost are the responsibility of the renter.

UNSCHEDULED OVERTIME

Unscheduled overtime of an event will be billed to the group. The event coordinator should allow ample time for the event, including set-up and clean-up, to avoid additional charges.

PHOTO & MEDIA

The Bascom may use any photographs or video from your event for advertising, display, website, and internet promotion at our discretion.

Renter Initials _____

AMERICANS WITH DISABILITIES

The Bascom is fully ADA compliant and equipped with directional signage, handicapped parking spaces, a passenger drop-off and loading zone, a passenger elevator, ramps, grab railings, clearly marked emergency egress and exits, and more.

CANCELLATION

Because a confirmation freezes the event date from any other booking, no cancellation refunds will be given for rental fees.

EXCUSE OF PERFORMANCE (FORCE MAJEURE)

The performance of this agreement by The Bascom is subject to acts of God, war, government regulations or advisory, disaster, fire, accident, pandemic or other casualty, strikes or threats of strikes, labor disputes, civil disorder, acts and/or threats of terrorism, or curtailment of transportation services or facilities, or similar cause beyond the control of The Bascom. Should the event be canceled through a Force Majeure event, all fees paid by Customer to The Bascom will be returned to Customer within thirty (30) days or The Bascom will allow for the event to be rescheduled, pending availability, with no penalty, and there shall be no further liability between the parties.

COVID-19 RIDER

If at the time of the contracted event date, the Governor of North Carolina places the following restrictions or limitations:

- Stay at Home Orders
- Limiting the number of people allowed to gather to less than 80% of the contracted guest count

The Bascom will allow the renter to reschedule the event in the same year or following year based on availability. If the Governor of North Carolina does not have the above-listed restrictions/limitations in place at that time, the client will move forward with the current contract or pay cancellation damages listed below.

Date of Cancellation Notice (number of days prior to Event)	Cancellation Fee (% of minimum price)	Amount Payable to The Bascom (includes 6.75% Tax)
Date of signing to 90 days in advance	50% Deposit	\$3,000
89 to 60 days in advance	80%	\$4,800
Less than 59 days	100%	\$6,000

Renter Initials _____



**The Bascom
Venue Rental Contract**

Renter Name: _____

Renter Address: _____

Renter Phone Number: _____

Renter Email: _____

Name of Event: _____

Event Date: _____

Start Time: _____ End Time: _____

Occasion/Type of Event: _____

Style of Event: Seated Meal Standing Reception Other

Number of Guests Anticipated to Attend: _____

Appointed Contact Person

Name: _____

Address of Contact Person: _____

Cell: _____ Email: _____

I agree to abide by the terms set forth by this agreement.

Authorized signature of Rental Party

Date

Authorized signature for The Bascom

Date



The Bascom Venue Rental Checklist

Payments

- 50% Deposit (Non-Refundable) Amount Due: _____
Date Due: _____
- Security Deposit (Refundable) \$500
- Remaining Balance Due: Amount Due: _____
Date Due: _____

Vendors & Insurance

- Certificate of Liability Insurance
- Rental Company(s): _____
- Caterer(s): _____
- Entertainment/Music: _____
- Bar Package Selected: _____
- Security Company: _____
- Amplified Music Certificate



**THE BASCOM
WEDDING PLANNER INFORMATION**

Wedding Planner/Company: _____

On Site Contact Person: _____

Mailing Address: _____

Office Phone: _____ Cell Phone: _____

Email: _____

Indicate the Names of Celebrants: _____

Date of Event: _____

Invitation Time: Start _____ End _____

Number of Guests: _____

Style of Service: _____

Tentative Timeline:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

****Please submit complete vendor list with appropriate certificates of Liability Insurance with this form****