

ARTS of the ALBEMARLE

CORPORATE AND NON-PROFIT RENTAL APPLICATION

Today's Date _____ Date of Event _____

Name of Event/Purpose of Rental _____

Organization name (if applicable) _____ If nonprofit, tax exempt # _____

Primary Point of Contact _____

Phone _____ Fax _____ E-Mail _____

Address _____

Street
City
State
Zip

| <u>First Floor</u> | <u>Capacity</u> | <u>Rental Fee/Nonprofit</u> | <u>Total</u> |
|-------------------------------------|-----------------------|-----------------------------|--------------|
| Jenkins, Gutman and Hull Galleries | 250 Standing | | |
| Daytime Rental (Sunday ONLY) | 9:00am-5:00pm | \$600/\$400 | _____ |
| Evening Rental | 5:00pm-11:00pm | \$600/\$400 | _____ |
| Business Board Room | Seating for 10 | | |
| Daytime Rental | 9:00am-5:00pm | \$150/\$100 | _____ |
| Evening Rental | 5:00pm-11:00pm | \$300/\$200 | _____ |

Second Floor

| | |
|-----------------------------|--|
| Theater Seating | Maximum 225 |
| 15 round tables/8 per table | Maximum 120 people seated with dance floor |
| 13 round tables/8 per table | Maximum 104 people seated with dance floor and catering tables |

| | | | |
|------------------------|-----------------------|--------------------|-------|
| Daytime Rental | 9:00am-5:00pm | \$400/\$300 | _____ |
| Evening Rental | 5:00pm-11:00pm | \$600/\$500 | _____ |
| Full Day Rental | 9:00am-11:00pm | \$800/\$600 | _____ |

Use of catering kitchen by professional caterer is included with the rental.

Third Floor

| | |
|----------------------------|---|
| Theater Seating | Maximum 100 |
| 7 Round Tables/8 per table | Maximum 56 people seated |
| 6 Round Tables/8 per table | Maximum 48 people seated with catering tables |

| | | | |
|------------------------|-----------------------|--------------------|-------|
| Daytime Rental | 9:00am-5:00pm | \$200/\$100 | _____ |
| Evening Rental | 5:00pm-11:00pm | \$400/\$300 | _____ |
| Full Day Rental | 9:00am-11:00pm | \$600/\$500 | _____ |

TOTAL DUE: \$ _____

Nonrefundable application fee due at time of booking = \$100 _____

50% of balance due 30 days from contract signing = \$ _____

Remaining 50% of balance due 10 business days prior to event = \$ _____

Refundable security deposit due 10 business days prior to event = \$300 _____

Facility Use:

Time set-up (Day of only) _____ Break-down _____ Time of event _____

_____ Do you intend to serve food? Name of Caterer: _____

_____ Do you intend to serve Alcohol? (Visit <http://abc.nc.gov/Permit/ApplySOT> to download NC ABC Permit Application)
(Caterer must apply for an alcohol permit in order to serve alcohol at Arts of the Albemarle. Permits can be obtained at:
<http://abc.nc.gov/Permit/ApplySOT> to download NC ABC Permit Application. Caterer must also supply professional bartenders.)

_____ Will there be music? Name of DJ or Band: _____

_____ Do you plan to charge for entry? Ticket / Admission price: _____

_____ Will there be decorations? Name of decorator / event planner: _____

Phone or email of decorator / planner: _____

This application serves as a request for rental space. A representative of AoA will call to confirm your rental. The \$100 non-refundable deposit must accompany this application. 50% of the balance is due within 30 days of booking, with the remainder of the balance and security deposit due 10 working days prior to the event. Failure to return rental contract and 50% payment within 30 days will result in an automatic cancellation of event request.

Make checks payable to the "Arts of the Albemarle."

I certify that I am the above named applicant and that I am responsible for any and all damages to the equipment or facility, or any injuries that occur while it is in use, and that the charges as stated will be paid. I further certify that the requested facility will be utilized strictly in accordance with the above stated purpose and type of activity to be conducted. I have read and agree to all revisions made and will abide by all policies pertaining to the facility use agreement (See attached Rules for Use Agreement).

Applicant Signature Date

Printed Name Title (if applicable)

TO BE COMPLETED BY ARTS OF THE ALBEMARLE STAFF

\$100 nonrefundable fee due at time of booking **DATE PAID:** _____

Date received: _____ Received by: _____ Method: Cash Check # _____ Card (Confirmation #) _____

50% of balance due 30 days from approval **DATE DUE:** _____

Date received: _____ Received by: _____ Method: Cash Check # _____ Card (Confirmation #) _____

Remaining 50% of balance due 10 business days prior to event **DATE DUE:** _____

Date received: _____ Received by: _____ Method: Cash Check # _____ Card (Confirmation #) _____

\$300 refundable security deposit due 10 business days prior to event **DATE DUE:** _____

Date received: _____ Received by: _____ Method: Cash Check # _____ Card (Confirmation #) _____

ARTS *of the* ALBEMARLE

RULES FOR USE AGREEMENT

Arts of the Albemarle (AoA) is a nonprofit organization and the center of cultural arts for northeast North Carolina. The historic building in which AoA resides, The Center, is unique, and the protection of the building and its contents is the responsibility of AoA staff as well as our tenants. The Rules of Use outlined below are required to ensure the protection and preservation of The Center and the safety of your guests.

RESERVATION POLICIES

1. A rental application and \$100 nonrefundable application fee are required to hold a specific date. This fee is part of the overall cost of renting the facility and will be deducted from your total balance.
2. Following receipt of the AoA Rental Application and \$100 nonrefundable application fee, 50% of the rental balance is due within 30 days. Failure to submit payment within 30 days will result in automatic cancellation of event request.
3. Returned checks will be subject to a \$30 processing fee and may be subject to prosecution.
4. The following are due to AoA 10 business days prior to the event. Failure to provide the following documents will result in cancellation of the event:
 - a. Remaining 50% balance due (payable by cash, check or credit card)
 - b. A \$300 refundable security deposit (to be refunded by AoA within 30 days after the event)
 - c. If serving alcohol, a copy of NC ABC Special One Time Permit and required insurance documentation, listed below
 - d. A schedule of deliveries for contracted services (see #12, below)

USE OF ARTS OF THE ALBEMARLE FACILITIES AND EQUIPMENT

5. The Center is open for meetings and events from 10am until 10pm on weekdays and 10am until 11pm on weekends, based on availability.
6. All events are subject to approval by the AoA Executive Director.
7. The proper spelling and use of the Arts of the Albemarle name and logo, including the correct spelling of the Maguire Theatre, Jenkins Gallery and Twiford Room are required on all event marketing materials, invitations and publicity.
8. AoA will provide normal cleaning of premises. The removal of leftover food, ice and decorations is not considered normal cleaning and is the responsibility of the caterer and/or event host. All spaces used by renter, including bathrooms and hallways, are to be left in their original condition. Cleaning required by AoA staff in excess of normal wear and tear will result in forfeiture of the security deposit and are subject to additional repair or replacement costs.
9. In the event that security personnel are required, they will be under the direct instruction and supervision of AoA personnel only.
10. All caterers must be approved by AoA and carry a valid catering license.
11. The Maguire Theatre Sound/Lighting Booth is only accessible to approved technicians and is not available to DJ's or Bands. No one other than approved technicians are allowed in booth. Damage to AoA's equipment, or changes made to AoA's lighting plot that are not returned to their original state, will result in forfeiture of the security deposit and are subject to additional repair or replacement costs.
12. A schedule of deliveries (rentals, flowers, and other contracted services) must be submitted 10 business days prior to the event.
13. Open flames, confetti and rice are prohibited.
14. No decorations or signs may be adhered to AoA's walls or windows.
15. AoA will not be responsible for any item or property belonging to guests that is lost, stolen, damaged or destroyed while on AoA premises.
16. Smoking and use of illegal drugs in or on AoA premises is prohibited.
17. Damages to the facility or equipment will result in forfeiture of the security deposit and are subject to additional repair or replacement costs.

RULES OF USE FOR EVENTS INVOLVING ALCOHOL

18. Possession and consumption of alcoholic beverages on AoA property requires an appropriate license issued by the North Carolina Alcoholic Beverage Control Commission. The appropriate license must be presented to AoA Staff at least 10 business days prior to the scheduled event.
19. Alcohol may be dispensed at Arts of the Albemarle by a nonprofit organization or company, provided that such agency:
 - a. Uses the NC ABC approved off-site permit and trained bar staff of a licensed catering company.

-or-

