

The Museum of the Albemarle Facility Rental Information

To plan your event at the museum, please call Rosana Castilho, between the hours of 8:00 am – 5:00 pm (Monday through Friday) at 252-331-4031

The Gaither Family Auditorium

- Available: **9 am—midnight (Monday—Sunday)**
- Square Footage: **2640**
- Capacity: **196 (Seated with four handicapp spaces)**
- Rental Fees: (regular)\$300* (9 am—5 pm) \$500* (5:30 pm—midnight)
(non-profit)\$200* (9 am—5 pm) \$400* (5:30 pm—midnight)
Sundays \$ 600 (9 am – 9 pm)
- Amenities: *In-house audiovisual equipment; wheelchair accessible.*



The Josie Gordon Thorson—Classroom (A)

The Gateway Bank & Trust Company—Classroom (B)

- Available: **9:00 am—midnight (Monday—Sunday)**
- Square Footage: **400 (Each) Rooms can be converted into one large room 800 sq ft.**
- Capacity: **30 (Seated—each or 60 if converted to one large room)**
- Rental Fees: (regular)\$150* (9 am—5 pm) \$300* (5:30 pm—midnight)
(non-profit) \$100* (9 am—5 pm) \$200* (5:30 pm-midnight)
Half Room Flat rate fee \$ 150 (9 am – 12 am)
- Amenities: *Catering allowed (choose from an approved catering list); The Nellie Maude Owens Catering Kitchen (on-site); alcohol allowed.*



The J. Wilson Jones, Jr. (Festival Portico & Corridor)

The Jewel & Lee Davenport (Portico South)

- Available: **9 am—midnight (Monday—Sunday)**
- Square Footage: **3600 (Combined)**
- Capacity: **250 (Seated)**
- Rental Fees: (regular) \$400* (9 am—5 pm) \$700* (5:30 pm—midnight)
(non-profi) \$300* (9 am—5 pm) \$600* (5:30 pm—midnight)
- * **Flat Day all Day Rate \$ 900.00 and SUNDAYS fee.**
- Amenities: *Bands/dancing allowed; catering allowed (choose from an approved catering list); The Nellie Maude Owens Catering Kitchen (on-site); alcohol allowed.*



The Museum Green

- Available: **9 am—midnight (Monday—Sunday)**
- Acreage: **1.3 acres (Includes 40' X 60' Stage)**
- Capacity: **500 plus**
- Rental Fees: (regular)\$250* (9 am—5 pm) \$400* (5:30 pm—midnight)
(non-profit) \$150* (9 am—5 pm) \$300* (5:30 pm—midnight)
- Amenities: *Stage; bands/dancing allowed; catering allowed; The Nellie Maude Owens Catering Kitchen (inside); alcohol allowed.*



Specific Conditions

Deposit: \$100 non-refundable deposit and signed Rental Application are required to reserve the date. 50% of the balance is due at least 30 days before your dates event. Full balance due at least 10 working days before the scheduled event. Failure to meet this payment requirement will result in cancellation of the event.

***Charges include 4-hour time block including set-up and take down time and museum staff to oversee Museum and cleaning.**

Example: 3 hours for cleaning before event, your event's 4 hours, and 1 hour for takedown after event for a total of 8 hours in the facility.

****Events with Alcohol:** Any events with alcohol will incur an additional rental fee of \$200, require an off-duty police officer, an ABC license, and event insurance.

****All bar areas must have bartenders serving the alcohol.****

Additional \$100 per hour charge for time, approved before the event that exceeds 4 hours.

Cleaning: The rental group and/or caterer are responsible for set-up, breakdown, removal of food and beverages, cleanup within the contracted rental period and ensuring the Museum premises are restored to their original condition after the event's conclusion.

Caterer's: All food must be provided by an health department inspected, insured, and Permitted caterer or food-service provider. An exception can be allowed for cakes.

Guided Tours: Tours of the Museum and special exhibitions by Museum Docents can be arranged for your guests. This service is subject to availability and requires at least 3 weeks' notice.

Museum Shop: The shop can be opened during your event. This complimentary service is subject to availability and requires at least 4 weeks' notice.

Invitation: Your invitation or announcement must be approved by the designated Museum staff before printing. This ensures the quality of the Museum's name, as well as the accuracy of the information related to your event.

Audiovisual Equipment: Lectern and Microphone (No Charge at the Auditorium). All other Audio Visual equipment will be charged a flat rate for usage.