



ALAMANCE ARTS

WHERE ART LIVES

# EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Reservation Date: \_\_\_\_\_ Space Reserved: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Client/Corporation: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Setup/Layout: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Security Deposit: \$100      Payment Method: (please circle)      Cash      Check      Credit Card

Total Payment: \$      Payment Method: (please circle)      Cash      Check      Credit Card

**\*\*NOTE:** Rentals are based on a three-hour period, starting when your guests arrive. We do not charge for the time of load-in or load-out. Additional rental time, if needed, is subject to additional fees. It is understood that your event may be shorter than 3 hours.

- A signed contract and deposit in the amount of \$100 must be received to reserve your date(s) and time(s).
- Your rental fee is due one week prior to the date of your event.
- Payment should be made to ALAMANCE ARTS. Cash, check and major credit cards are accepted.  
*(Visa, Mastercard & Discover)*

**Acknowledged, Agreed and Authorized by Renter:** \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledged and Agreed by ALAMANCE ARTS:** \_\_\_\_\_ Date: \_\_\_\_\_

## **CONDITIONS AND RESPONSIBILITIES OF RENTER**

Please read the material below to make sure all parties understand the requirements to insure everyone's safety while keeping ALAMANCE ARTS a well maintained and safe location for future use.

## **CONDUCT**

There is absolutely no drug use or smoking of any kind tolerated in the facility. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renters and guests will use the premises in a considerate manner at all times.

## **LIVE MUSIC/DJs**

Alamance Arts encourages music and dancing. A sound system throughout the house is available for use. Renters are also welcome to have live music or a DJ. Bands/DJs are expected to begin winding down 30 minutes prior to the end of the rental period. Alamance Arts staff reserves the right to ask bands/DJs to stop at any time. If a band/DJ is not respectful of these regulations they can be banned from the facility.

## **DECORATIONS:**

ALAMANCE ARTS wants to make every event here a special and welcoming experience. Renters are welcome to bring in decorations such as photographs, centerpieces, etc. Please note the following regulations:

- Do not remove artwork from the walls.
- Do not rearrange any furniture (excluding the tables and chairs included in the rental).
- Do not have glitter, confetti, sparklers or birdseed inside the house.
- No real candles are allowed in the facility. Flameless candles are welcome.
- Staff must approve the use and placement of all greenery, flowers and organic arrangements.

## **CATERING STANDARDS:**

The use of our kitchen is included in all rentals. This includes use of the space, and appliances only. Alamance Arts does NOT provide linens, dishes, glassware, pots, pans, knives or utensils. The kitchen space is to be used for food preparation, plating and bussing only. The space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event. Caterers must remove all trash and recyclables to the designated receptacles outside. Failure to remove or clean will result in additional fees. Please note the following regulations:

- If wine or liquor is to be served, a non-alcoholic beverage must also be available
- No red wine, grape juice, or darkly pigmented beverages allowed (extremely hazardous to art/antiques)
- No champagne or chocolate fountains allowed
- No kegs allowed

## **DEPOSIT AND RENTAL FEES/ CANCELLATION POLICY**

A signed contract and deposit in the amount of \$100 must be received at the time of reservation to book the rental facility. Your rental fee is due one week prior to the day of your event. Should you wish to cancel your reservation, please do so no later than 48 hours before your event. Any cancellation less than 48 hours before the event, or any renter who does not show on the date of the event will be charged the full rental fee agreed upon.

## **SET-UP/CLEAN-UP**

All set-up and clean-up must take place within the designated time frame given by Alamance Arts. If there is an event prior to yours, Alamance Arts will discuss when you will be able to set-up. Within 1 hour following the event, you are required to return the space to the same clean condition in which it was found.

## OPERATING POLICY:

Alamance Arts is a public facility with the main purpose of bringing art to the community. Therefore, the house will remain open to the public for viewing of the galleries. If the first floor is rented, we will close the house to public, 30 minutes prior to your rental.

## LAYOUT/CAPACITY

Each rental includes the use of the facility, table and chairs. To accommodate the maximum capacity of the entire first floor, guests will be required to supply additional tables and chairs from a third party provider.

- Brown wooden folding chairs
- 60" round tables
- 30" round tables
- 6' rectangular tables
- 8' rectangular tables

**Suntrust Gallery:** maximum capacity is 50 seated or 60 standing reception. The following layouts are possible:

- 5 Large round tables (seating 50 people maximum)
- 4 Large round & 1 rectangular table (seating 40 people maximum)
- 6 rectangular tables (seating 25 people maximum)

**Dining Room:** maximum capacity is 10 seated.

- Furniture cannot be rearranged, nor can you add any tables
- Usually used for displaying food/ seating 10 guests around the dining room table

**First Floor:** maximum capacity: 90 seated or 175 standing reception

- 5 Large round tables in Suntrust
- 2 Large round tables in each sister gallery
- 1 Rectangular table in foyer

## RENTAL FEES

	Non-Profit Rates	Private Rates
<b>Dining Room</b>		
Standard 3 hours	35	100
After 5pm & Sundays	50	125
Each Additional Hour	10	25
<b>SunTrust Gallery</b>		
Standard 3 hours	50	125
After 5pm & Sundays	55	150
Each Additional Hour	10	50
<b>SunTrust &amp; Dining Room</b>		
Standard 3 hours	75	200
After 5pm & Sundays	100	250
Each Additional Hour	20	50
<b>First Floor</b>		
Standard 3 hours	250	1,000
After 5pm & Sundays	300	1,000
<i>Each additional hour</i>	50	200

## RENTALS: FREQUENTLY ASKED QUESTIONS

### **Can I move or take down pieces of art for my event?**

The primary purpose of the Captain James and Emma Holt White House is for the presentation of art exhibitions, and to house staff offices. Works on display that are part of an exhibition cannot be removed. You are not allowed to move furniture, decorative objects and fixtures. Staff will direct such rearrangements.

### **What is the \$100 deposit for?**

The \$100 is used to hold your event date and as a security deposit for any damages that may occur during your event.

### **Why can't we have red wine?**

If spilled, the pigment in the wine can be extremely hazardous to works of art, antiques and the gallery walls that are cloth.

### **Explanation of 3-hour rental time:**

The Arts Council does not start your rental time until your guests arrive. You may set up and break down for your event at no additional charge. However, you need to schedule a time to do so with a staff member.

### **When can I set up for my event?**

Our regular business hours are from 9am-5pm Monday through Saturday. Please call to arrange a set-up time for your event.

### **Can my caterer use the kitchen?**

The kitchen is available for use with all rentals.

### **Can I use candles for decoration?**

No real candles are allowed in the facility. Flameless candles are welcome.

### **When is the balance due for my rental?**

Your full balance is due a week before your event.

### **For my wedding, is there a space for the bridal party to get ready?**

For wedding ceremonies, the bride ONLY may use a room upstairs to get dressed.

### **Are table and chairs included in my rental?**

Tables and chairs are complimentary with your rental. HOWEVER, because the Arts Council is a community organization and sponsors a variety of events throughout Alamance County, we CANNOT guarantee that we will have tables and chairs available for your event.

### **Can I place a tent on the property?**

You are allowed to erect a tent on the property. In order to do so, you must present a valid tent permit from the City of Graham.

### **Is the house handicap accessible?**

The lower level of the house is handicap accessible through use of the ramp on the backside of the house.

### **How many people can fit in the house?**

Though the house can fit 250 people standing, for the comfort of your guests, we recommend that if you plan on more than 150 people attending that you use a tent.

### **Can I bring a keg for my event?**

We do not allow you to bring a keg on the premises. You are however welcome to serve bottle or canned beer.

### **Can I set up a chocolate or champagne fountain for my event?**

Because the Captain White House was built in 1873, the foundation has settled and the floors are not completely level. We do not allow you to use chocolate and champagne fountains because they may leak or spill on the floors.