

# ARTS COUNCIL OF MOORE COUNTY

## CAMPBELL HOUSE & GALLERIES

*Physical Address:* 482 East Connecticut Avenue, Southern Pines, NC 28387

*Mailing Address:* Post Office Box 405, Southern Pines, NC 28388

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The Arts Council of Moore County (ACMC) welcomes you to host your next meeting, small wedding, party, reception, lecture, or other special event within the charming ambiance of the Campbell House in Southern Pines, North Carolina. Surrounded by a 14-acre park and lovely gardens, the Campbell House is a stately manor which functions as an art gallery and cultural center. Art exhibits change monthly and the gallery offers you an elegant and warm atmosphere that will add to any special occasion.

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### RENTAL RULES AND RESTRICTIONS

Because the Campbell House is a historic home, and because we want to insure the safety of your guests and the success of your event, we ask your understanding and cooperation in complying with the following rules and restrictions:

1. Campbell House is an office building and public art gallery open Monday-Friday, 9 a.m.-5 p.m. and every 3<sup>rd</sup> Saturday, 2-4 p.m., thus availability of space for an event is dependent on the gallery's exhibit schedule, the artwork on display and any other activities occurring at the time of your event. If you are interested in reserving the Train House or space other than the Campbell House's first floor and garden area immediately out back, you must call the Southern Pines Recreation & Parks Department at 910-692-2463.
2. Renter accepts full financial liability and responsibility for any damage and/or loss of property belonging to ACMC and/or works of art belonging to individual artists. Renter agrees to defend, indemnify and hold harmless ACMC, its Board of Trustees, employees, volunteers and the Town of Southern Pines from any liability whatsoever arising out of the use of the Campbell House including, but not limited to, personal injury incurred during or as a result of such use.
3. Renter must obtain and keep in effect during the rental period public liability, personal injury and property damage insurance reasonably acceptable to ACMC, in limits of not less than \$1,000,000 for personal injury and \$1,000,000 for property damage. Renter shall designate ACMC as an additional insured under its coverage and shall furnish ACMC a certificate of insurance attesting to such coverage 5 business days prior to the beginning of the rental period. A list of suggested special events insurance providers is on page three.
4. If serving or selling alcohol, Renter is responsible for and must abide by all city, county, and state alcoholic beverage control laws and regulations, and arrange for appropriate license(s), permit(s), and insurance, which copies must be provided to ACMC at least five (5) business days prior to the event. Renter is responsible for all consequences of guest behavior during and following the consumption of alcohol.
5. All events must conclude and be dispersed by no later than 11:00 p.m. or by a mutually agreed upon time. It is suggested that food and beverage service cease ½-hour prior to event's end. Overtime will be billed at \$50 per hour with payment due within five days. All decorations and equipment must be delivered and set up on the same day as the event, and removed at the conclusion of the event, unless other arrangements are made in advance with ACMC. ACMC is not responsible for any items left at Campbell House.
6. All caterers and florists must be approved by the ACMC prior to signing contract. A list of suggested caterers and florists is provided on page three. Renter must provide all food, décor, and the labor to set-up, teardown, and clean-up. Renter is responsible for maintaining cleanliness in all areas where food is prepared and served.
7. The Renter is responsible for making arrangements for renting equipment needed for event. ACMC has a limited amount of tablecloths, tables, chairs, china, glassware, and tableware available for rent.
8. Renter must provide their own sound system (if needed). Because Campbell House is located in a residential area, Renter must abide by the Town of Southern Pines noise ordinance.
9. Smoking, use of fog/smoke machines, and pyrotechnics are NOT allowed on the premises. Renter will be charged \$250 each time the smoke alarm is activated by Renter's activities.
10. The premises must be left in the same condition as found. Furniture, plants, and artwork may be moved only with approval from ACMC and must be returned to their original locations at the end of event.
11. Cancellation Policy: A \$100 non-refundable processing fee is due if event is cancelled and will be deducted from security deposit. If event is cancelled without a 30-day notice, 50% rental fee deposit is forfeited. If event is cancelled without a 7-day notice, entire rental fee is forfeited.

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For additional information, please call Katherine MacRae at 910-692-4356 or email katherine@mooreart.org

# CAMPBELL HOUSE

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## Campbell House Rental Fees

**WEDDINGS & RECEPTIONS** (1<sup>st</sup> floor & garden area out back) ..... **\$350\***

- Capacity: 200 standing; 70 seated at tables, *but only in 3 different rooms*

**MEETING IN BROWN GALLERY ONLY** (M-F, 9 am-5pm)..... **\$150\***

- Capacity: 70 seated theater style; 46 seated at tables
- \$25 additional charge for use on weekends and after business hours

**MEETING IN PORCH GALLERY ONLY** (M-F, 9am-5pm)..... **\$100\***

- Capacity: 35 seated theater style; 26 seated at tables
- \$25 additional charge for use on weekends and after business hours

**\*\$200 additional charge for use of kitchen (caterer use only); Nonprofits are charged 50% of the above rates; Dates will only be held for 2 weeks without a signed contract and payment of deposits.**

## Rental Contract

This agreement is entered into between the Arts Council of Moore County, Inc. (ACMC) and:

Name \_\_\_\_\_ Day Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Night Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

DATE OF RENTAL \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

PURPOSE OF RENTAL \_\_\_\_\_ EXPECTED ATTENDANCE \_\_\_\_\_

### RENTAL FEES & PAYMENTS:

Rental fee for Wedding/Reception (\$350 per rental)..... \$ \_\_\_\_\_

Rental fee of Brown Gallery *only* (\$150 per rental)..... \$ \_\_\_\_\_

Rental fee of Porch Gallery *only* (\$100 per rental) ..... \$ \_\_\_\_\_

Use of Kitchen fee – caterer use only (\$200)..... \$ \_\_\_\_\_

Weekend/After Business Hours fee, except for Weddings/Receptions (\$25) ..... \$ \_\_\_\_\_

Equipment rental (attach Equipment Rental Form) ..... \$ \_\_\_\_\_

Security Deposit [Refundable on Wednesday after rental if facility is left in same condition as found.] ..... \$ 250.00

**Total Rental fee** ..... \$ \_\_\_\_\_

50% of Rental fee [Due with contract.]..... \$ \_\_\_\_\_

**Balance of rental fee** [Due at least one month before the event.]..... \$ \_\_\_\_\_

Method of payment:  Cash  Check (# \_\_\_\_\_)  MasterCard  Visa

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ 3-Digit Security Code \_\_\_\_\_

Signature \_\_\_\_\_

I, the undersigned, agree to all stipulations set forth in the Campbell House *Rental Rules & Restrictions*.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACMC Rep. Signature

\_\_\_\_\_  
Date

## **SUGGESTED SPECIAL EVENTS INSURANCE PROVIDERS**

While you are free to contact any insurance company you wish to acquire special events insurance, below are a couple of local companies that ACMC suggests contacting to get quotes:

### **BB&T Insurance Services**

(910) 693-2610

### **First Bank Insurance Services**

(910) 692-5754

## **SUGGESTED CATERERS**

### **Elliot's on Linden**

Mark Elliot – (910) 255-0665

[www.elliottsonlinden.com](http://www.elliottsonlinden.com)

### **Goldie's Gourmet**

Goldie Toon – (910) 673-2211

### **Laurie Rich Catering**

Laurie Rich – (910) 295-5886

### **Rhett's Personal Chef & Catering**

Rhett Morris – (910) 695-3663

### **Stu 'n Lou**

Stuart Fulghum at (910) 638-1592 or Marylou Seigfried at (910) 728-9490

### **Sweet Feed**

Rachel Lincoln – (910) 692-3404

## **SUGGESTED FLORISTS**

### **Aberdeen Florists**

Janet Peale – (910) 944-7826

### **Carmen's Flower Boutique**

Carmen Wilson – (910) 295-1444

### **Maggie's Farm**

Margaret Smith – (910) 295-1784