



Arts of the Pamlico
Historic Turnage Theatre
150 West Main Street
252.946.2504
info@artsofthepamlico.org
www.artsofthepamlico.org

Exhibit Rental Agreement

I. Renter Contact Information

Current AOP Member? Yes ___ No ___ Dues paid on? _____

Contact Name: _____

Mailing Address: _____

Phone Numbers – home/work: _____ cell: _____

Email Address: _____

Organization/Group: _____

Secondary Contact: _____

Phone Numbers – home/work: _____ cell: _____

Email Address: _____

II. Rental Spaces for Art Installation:

Turnage Gallery _____

Art Café Gallery _____

Lane Gallery (Main Hallway) _____

Lane Gallery (Entrance Hallway) _____

III. Rental Information

Media: _____

Type of Exhibit: 2-Dimensional 3-Dimensional Other

Show Name/Title: _____

Reception Date/Time: _____

*A Private Reception can be scheduled for an additional fee. \$ _____
A sample of the invitation is needed by AOP at least 3 weeks prior to reception.*

Renter is responsible for providing finger foods, plates, napkins, and necessary serving utensils for the reception. AOP will provide cash bar sales of beer, wine, sodas, and water during the reception; and necessary tables and table cloths.

Exhibit Dates: _____

Show description and Artist/Group descriptions are due at least 3 weeks prior to the day of the receptions in order to create the program and to advertise the exhibit on the AOP website, on Facebook, in the AOP emails to Members, and in print media, when possible.

Descriptions received? _____

A completed Art Submission Form and a complete list of Titles, Media, and Prices are due at least three weeks prior to the day of the reception in order to create labels for the exhibit.

Form and List received? _____

IV. Fees and Charges:

Rental Space Fee: \$ _____

Marquee Fees: \$ _____

Main Marquee (\$30) _____

Marquee Text: _____
(max of 50 letters and spaces)

Mini Poster (\$50) _____

Design Fee (\$50) _____

Lamented and Foamboard Backing (Market Price) _____

(Photo-ready art work and/or design material is required at least eight weeks prior to the show date. AOP reserves the right to edit material as deemed necessary. AOP Logo and contact information will be added to all promotional material.)

Display Items: \$ _____

Large Wood Easels (\$5 ea) _____ Display Cubes (\$5 ea) _____

Tables:

Rectangular: 8' _____

6' _____

4' _____

Round: _____ x \$7 = _____

High Top Bar Tables: _____

Round Cafe Tables: _____

Chairs: _____

Table Cloths: Rectangular _____ x \$6 = _____

Round _____ x \$10 = _____

Projector & Screen (\$50) _____

Karaoke Machine (\$75) _____

DJ: \$20 x _____ hours = \$ _____ (min of 4 hours)

Portable PA System (\$75, includes 1 mic) _____ Additional Mics (\$10/ea) _____

Additional Rental Items: _____

Total Rental Cost Due: \$ _____
(Payments can be made by a check made payable to AOP or by using a Visa or Mastercard credit card.)

Reservation Fee: \$ _____
(non-refundable reservation fee, 50% of Total Rental Cost, due with signed agreement)

Date paid: _____ **QB#:** _____

Remaining Balance Due: \$ _____
(Payments can be made by a check can be made payable to AOP or by using credit card.)
(Balance is due no later than 4 weeks prior to event.)

Date paid: _____ **QB#:** _____

I/we hereby agree to abide by all provisions and protocols contained in this rental agreement, and other supporting documentation, with the Arts of the Pamlico.

Renter Representative #1: _____ Date: _____

Renter Representative #2: _____ Date: _____

AOP Representative: _____ Date: _____