



Arts of the Pamlico  
Historic Turnage Theatre  
150 West Main Street  
252.946.2504  
[info@artsofthepamlico.org](mailto:info@artsofthepamlico.org)  
[www.artsofthepamlico.org](http://www.artsofthepamlico.org)

# Event Rental Agreement 2019-2020

## I. Renter Contact Information:

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

Business/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers – home/work: \_\_\_\_\_ cell: \_\_\_\_\_

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

Secondary Contact: \_\_\_\_\_

Phone Numbers – home/work: \_\_\_\_\_ cell: \_\_\_\_\_

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

## II. Rental Spaces for Events:

Full Facility Rental: \_\_\_\_\_

Palace Theatre: \_\_\_\_\_ Back Stage Green Room: \_\_\_\_\_

Turnage Gallery: \_\_\_\_\_ Art Café: \_\_\_\_\_

Catering Kitchen (must be in addition to another rental space): \_\_\_\_\_

## III. Rental Information:

Type of Event: Wedding    Birthday    Meeting    Lecture    Surprise Party  
Concerts    Stage Performance    Other: \_\_\_\_\_  
\_\_\_\_\_

Dates: \_\_\_\_\_

Rental Times: \_\_\_\_\_  
(Please include your set-up and breakdown times within your rental time)

Number of People anticipated: \_\_\_\_\_

Rental Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Fees and Charges:**

**Rental Space Fee:** \$ \_\_\_\_\_  
Additional Rental Fees per hour (over the included hourly rates): \$ \_\_\_\_\_

**Staffing Fees:**

Additional hours for the AOP Front-end Staff (over the included number of hours):  
\$20/staff x \_\_\_\_\_ hours = \$ \_\_\_\_\_

AOP Sound Tech Person (max of 6 hours):  
\$150/rental day = \$ \_\_\_\_\_  
Additional hours = \$ \_\_\_\_\_

AOP Lighting Person (max of 6 hours):  
\$150/rental day = \$ \_\_\_\_\_  
Additional hours = \$ \_\_\_\_\_

DJ: \$20 x \_\_\_\_\_ hours = \$ \_\_\_\_\_ (min of 2 hours)

**Concessions/Alcohol Sales: Cash Bar or Open Bar?**

Open Bar limit: \$ \_\_\_\_\_  
(a valid credit card number must be held on file)  
Card #: \_\_\_\_\_  
Exp: \_\_\_\_\_ Code: \_\_\_\_\_  
Name on Card: \_\_\_\_\_  
Billing Zip Code: \_\_\_\_\_

Delivery and Ordering Fee for Special Orders of Beer and Wine: \$ \_\_\_\_\_

Popcorn Sales for Private Event: \$ \_\_\_\_\_

If Renter chooses to provide their own Beer/Wine, they must obtain a Host Liability Insurance Certificate naming Arts of the Pamlico (AOP) as the Additionally Insured.

If the event is a ticketed event, the Renter will also need to obtain a Limited Special Occasion Permit from the NC ABC Board as well.

Copy attached? \_\_\_\_\_ Signed Alcohol Usage Policy attached? \_\_\_\_\_

If Renter chooses to provide their own Beer/Wine **and** Liquor, they must obtain a Host Liability Insurance Certificate naming Arts of the Pamlico (AOP) as the Additionally Insured and a Limited Special Occasion Permit from the NC ABC Board.

Copy attached? \_\_\_\_\_ Signed Alcohol Usage Policy attached? \_\_\_\_\_

**Set-Up Fee: \$** \_\_\_\_\_

**Table Rental:** 8' Rectangular Tables \_\_\_\_\_  
6' Rectangular Tables \_\_\_\_\_  
4' Rectangular Tables \_\_\_\_\_  
High Top Bar Tables \_\_\_\_\_  
Round Cafe Tables \_\_\_\_\_  
Chairs needed \_\_\_\_\_  
60" Round Tables \_\_\_\_\_ x \$7.00 = \_\_\_\_\_

**Linen Rental:** 120" Rounds: Black or White \_\_\_\_\_ x \$10.00 = \_\_\_\_\_  
8' Rectangular: Black \_\_\_\_\_ x \$6.00 = \_\_\_\_\_  
6' Rectangular: Black or Red \_\_\_\_\_ x \$6.00 = \_\_\_\_\_  
4' Rectangular: Black \_\_\_\_\_ x \$6.00 = \_\_\_\_\_

**Equipment Rental Fees: \$** \_\_\_\_\_  
**(For Gallery Space Rentals Only)**

Portable PA System (\$75, includes 1 mic) \_\_\_\_\_ Karaoke Machine (\$75) \_\_\_\_\_  
Additional Mic (\$10/ea) \_\_\_\_\_ Projector & Screen (\$50) \_\_\_\_\_

**Main Marquee (\$30)** \_\_\_\_\_

Marquee Text: \_\_\_\_\_  
(max of 50 letters and spaces)

**Mini Marquee Window Poster (\$50)** \_\_\_\_\_ Design Fee (\$50) \_\_\_\_\_

Laminated 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.)

**Additional Rental Items:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Clean-up Fees: Basic Clean-up costs are included within Rental Fee**

**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#:** \_\_\_\_\_

**Refundable Security Deposit: \$** \_\_\_\_\_ (25% of Total Rental Cost)

(a valid credit card number must be held on file)

Card #: \_\_\_\_\_

Exp: \_\_\_\_\_ Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

**Remaining Balance Due: \$** \_\_\_\_\_ (including Security Deposit)

(Balance is due no later than four weeks prior to event.)

(Payments can be made by a check can be made payable to AOP or by using credit card.)

**Date paid:** \_\_\_\_\_ **QB#:** \_\_\_\_\_

Only technicians employed and paid by AOP are permitted to use theatre equipment. At least three weeks prior to your event, please provide AOP with a completed plot for the stage, script, schedule, agenda, riders, and/or other document(s) showing light/sound cues and other tech requirements. Theatrical productions must provide a copy of the written script for AOP to review prior to booking.

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: \_\_\_\_\_ Date: \_\_\_\_\_

AOP Representative: \_\_\_\_\_ Date: \_\_\_\_\_