

Arts of the Pamlico Facility Rates

2019/2020

Rental Space Options:	Rental Rates and Details:
Full Facility Rental: Palace Theatre, Turnage Gallery, Art Café, & Catering Kitchen	\$1,700 for a 6-hour rental (\$950 for non-profit organizations) (includes 2 Front-end Staff persons for the 6-hour rental and Clean-up Fees) + additional Sound Tech Fee \$150 for 6 hours, \$50/hr for additional time + additional Lighting Tech Fee \$150 for 6 hours, \$50/hr for additional time + additional Front-end Staff \$20/hr
Palace Theatre only * Renter handles ALL Ticket Sales for the event * AOP will sell concessions before performances and during intermissions	\$1200 for a 6-hour rental (includes 2 Front-end Staff Persons, Sound Tech, and Lighting Tech for the 6-hour rental and Clean-up Fees) + additional Sound Tech time \$50/hr + additional Lighting Tech time \$50/hr + additional Front-end Staff time \$20/hr
Palace Theatre only – Ticketed Performance Rentals only * AOP will handle ALL Ticket Sales for the event * AOP will sell concessions before performances and during intermissions	\$600 for a 6-hour rental - AOP handles ALL ticket sales (includes 2 Front-end Staff Persons, Sound Tech, and Lighting Tech for the 6-hour rental and Clean-up Fees) + additional Sound Tech time \$50/hr + additional Lighting Tech time \$50/hr + additional Front-end Staff time \$20/hr
Turnage Gallery and Catering Kitchen	\$450 for a 6-hour rental (includes 1 Front-end Staff person for the 6-hour rental and Clean-up Fees) or \$375 for a 6-hour rental if AOP handles ALL Ticket Sales for the rental event (includes 1 Front-end Staff person for the 6-hour rental and Clean-up Fees) + additional Front-end Staff Person \$20/hr
Turnage Gallery only – Ticketed Performance Rentals only * AOP will handle ALL Ticket Sales for the event * AOP will sell concessions before performances and during intermissions	\$200 for a 6-hour rental - AOP handles ALL ticket sales (includes 2 Front-end Staff Persons for the 6-hour rental and Clean-up Fees) + additional Sound Tech Fee \$150 for 6 hours, \$50/hr for additional time + additional Front-end Staff time \$20/hr
Art Café only	\$100/hr (min of 1 hour rental) (includes 1 Front-end Staff person and Clean-up Fees) + additional Front-end Staff Person \$20/hr
Back Stage Green Room Rental:	\$75/hr (min of 1 hr) (Clean-up Fee included) Workshop Costs: 10% of all Registration Fees or \$25 min for up to 2 hours rental, whichever is greater.
Catering Kitchen (in addition to another rental space)	\$75 per rental day (cleaning supplies not included)
Concession Sells:	Rates:
Cash Bar	Renter and Guests pay for each item at retail value + Concessions Staff \$15/hr (min of 2 hrs)
Open Bar (a credit card on file is required)	Renter is responsible for the total cost of all sales at retail value - can be an Open Tab or a determined amount/quantity of products. + Concessions Staff \$15/hr (min of 2 hrs)

Arts of the Pamlico Facility Rates (cont.)

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Additional Rental Items:	Rates:
60" Round Table (12 available)	\$7.00 each
Tablecloths – black or red, stretch 6' rectangular	\$6.00 each
Tablecloths – black, 8' rectangular	\$6.00 each
Tablecloths – black, round	\$10.00 each
Rolling Bar/Drink Station (2 available)	\$50.00 each
Individual Table Wine Coolers (10 available)	\$5.00 each
Rolling Drink Coolers (2 available)	\$25.00 each
Portable Projector and Screen	\$50.00 per rental event
Karaoke Machine (2 mics included)	\$75.00 per rental event
Portable PA System (system can handle up to 3 mics)	\$75.00 per rental event
Easels – large, wood (5 available)	\$5.00 each
Display Cubes (7 available) and Plaster Columns (2 available)	\$5.00 each
Coat Rack	\$10.00
Red Carpet – (1) Runner and (1) Rectangle	\$20.00 each
Marquee Listing – Main	\$30.00 per Listing
Mini Window Marquee – 24" w x 36" h Poster	\$50.00 each per print (laminated and foamboard backing additional) + \$50.00 design fee per poster design (if necessary)
4' Rectangular Tables (3 available)	Included in rental
6' Rectangular Tables (7 available)	Included in rental
8' Rectangular Tables (8 available)	Included in rental
High Top Bar Tables (8 available) and 22 tall Bar Stools (22 available)	Included in rental
Round Café Tables (10 available)	Included in rental
Folding White Chairs (90 available)	Included in rental

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION

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Deposit and Fees:	Rates:
Reservation Fee (non-refundable)	50% of Total Rental Costs (due at time of signed Rental Agreement)
Security Deposit (refundable, minus any damages or incidences) (a credit card on file is required)	25% of Rental Price (due with the final payment no later than four weeks before the event)
Set-up/Breakdown Fee (optional)	\$100 per event or change in set-up
Security/Off-Duty Officer (optional)	\$50/hr per Officer

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Rental Space Options:	Rental Rates and Details:
Palace Theatre only – Private Movie Event Rental between Friday – Sunday * AOP will sell concessions before performances and during intermissions	\$300 for a 2-hour rental (includes 1 Front-end Staff person and 1 Sound Tech for the 2-hour rental; and Clean-up Fees) + additional Rental time \$50/half hour + additional Sound Tech time \$25/half hour + additional Front-end Staff time \$10/half hour
Palace Theatre only – Private Movie Event Rental between Monday - Thursday	\$150 for a 2-hour rental (includes 1 Front-end Staff person and 1 Sound Tech for the 2-hour rental; and Clean-up Fees) + additional Rental time \$25/half hour + additional Sound Tech time \$25/half hour + additional Front-end Staff time \$10/half hour
Turnage Gallery only – Private Movie Event Rental	\$75/hr (min of 1-hour rental) (includes 1 Front-end Staff person and Clean-up Fees) + additional Front-end Staff Person \$20/hr
Art Café only – Private Movie Event Rental	\$50/hr (min of 1-hour rental) (includes 1 Front-end Staff person and Clean-up Fees) + additional Front-end Staff Person \$20/hr
Catering Kitchen (in addition to another rental space) – Private Movie Event Rental	\$50 per rental day (cleaning supplies not included)
Back Stage Green Room Rental – Private Movie Event Rental:	\$50/hr (min of 1 hr) (includes 1 Front-end Staff person and Clean-up Fee) + additional Front-end Staff Person \$20/hr
Concession Sells:	Rates:
Cash Bar – Private Movie Event Rental	Renter and Guests pay for each item at retail value (includes 1 Concessions Staff person)
Open Bar – Private Movie Event Rental (a credit card on file is required)	Renter is responsible for the total cost of all sales at retail value - can be an Open Tab or a determined amount/quantity of products. (includes 1 Concessions Staff person)
Popcorn Sales only – Private Movie Event Rental	\$20 additional fee (includes 20 bags of popped popcorn) + \$1 per bag for additional bags

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