



## RENTAL POLICY 2019/2020

1. Reservations for all Rentals will be made through the administrative office of the Arts of the Pamlico at 150 West Main Street, Washington, NC 27889.
2. Use of the facility will be scheduled on a first come, first served basis.
3. In order to secure a reservation, a person must be at least eighteen years of age.
4. The renter or a representative of the group/organization renting the facility must be present at all times during the use of the building.
5. **RESERVATION FEE:** A non-refundable fee equal to 50% of the Total Rental Cost is due with the signed Rental Agreement. This fee will be applied towards the Renter's Total Cost and deducted from the final balance due.
6. **SECURITY DEPOSIT:** A refundable deposit equal to 25% of the Total Rental Cost is due four weeks prior to the event, along with the final Remaining Balance. The security deposit will be refunded to the Renter by the Arts of the Pamlico within two weeks following the event, presuming a satisfactory inspection of the facility. Damages caused by the Renter will be subtracted from the deposit.
7. **REMAINING BALANCE DUE:** The remaining estimated balance of the Total Rental Cost, minus the Reservation Fee, is due no later than four weeks prior to the event.
8. **CANCELLATION:** Once a reservation has been confirmed, as set forth above, a cancellation notice, in writing, is required for an event to be removed from the books. Cancellation within two months (60 days) of the scheduled rental automatically forfeits deposit paid and full rental payment will be required. Refunds will be made within three weeks of receipt of the request for cancellation, according to the following schedule:
  - No refund of deposit if cancellation occurs less than 90 days before the event.
  - 50% refund of deposit if cancellation occurs more than 90 days, but less than 120 days before the event.
  - 100% refund of deposit if cancellation occurs more than 120 days before the event.
9. **RENTAL TIMES:** A rental period ends at the time indicated on signed contract. If the facility is occupied beyond the contracted rental period, applicable fees will be charged to the Renter. Any event and/or rental that ends past 12:00am (midnight) shall be billed an additional \$150/hour. No exceptions.
10. **CHANGES TO RESERVATIONS:** Changes to the original rental agreement must be made no less than 90 days prior to the event in writing and approved by AOP. Rate adjustments may apply.
11. **ALCOHOL USAGE:** No alcoholic beverages will be served without permission from the management of the Arts of the Pamlico; which reserves the right to refuse this permission or restrict the hours during which alcohol may be served. Necessary permits, applications, and insurance will be required. Please see the Alcohol Use Policy. If alcohol is being served at any event, the Renter will be required to show proof of insurance coverage and name AOP as the additionally insured.
12. The Arts of the Pamlico reserves the right to require liability insurance with any rental. Renter is fully responsible for any damages caused by any person associated with the event under the Renter's supervision. If the damage is not covered by liability insurance, or Renter does not have liability coverage, Renter will be held responsible for the damages.
13. **SET UP:** All set up will be the responsibility of the person or organization who secures the reservation. No items may be taped, nailed, stapled, tacked, or otherwise affixed to any part

of the building without prior approval. The use of Gaffer tape on the stage floor or carpet is permitted; no other tape is permitted on the stage or any other part of the facility, including glass windows in front of the facility for signage. The Art that is on display in the Gallery Spaces during the rental cannot be moved or takedown from the walls; the use of easels is encouraged if posters or art are to be displayed for the rental event. No lite candles or sparklers are allowed anywhere when the historic building. No helium balloons are allowed to be used in the Palace Theatre. No loose glitter/confetti or confetti guns are allowed to be used within any part of the building.

14. TAKE DOWN & CLEAN-UP: Renter is responsible for removal of all decorations and personal property at the end of the scheduled event. All trash must be removed from building and put in the dumpster at the end of the scheduled event. An additional cleaning fee of \$100 will be charged to the renter if the facilities are left trashed, the included cleaning fee only covers basic clean-up. See Kitchen Clean-Up requirements, for rental that include the use of the kitchen. Renters are responsible for bringing their own cleaning supplies and paper towels for clean-up. AOP will provide trash bags.
15. REMOVAL OF RENTAL EQUIPMENT: Equipment and materials (tables, chairs, etc.) brought onto the premises by the Renter shall be removed at the ending time of the rental, unless prior arrangements are made with the Arts of the Pamlico management.
16. STAFF: An employee of Arts of the Pamlico must be present during all activities conducted at the facility. If an event is on stage and/or concessions are offered staffing will correspond with events needs as detailed on the current AOP Facility Rates Sheet.
17. TECHNICAL STAFF/FEEES: An AOP assigned Technician will supervise all technical aspects of stage events. See the current AOP Facility Rates Sheet for rates.
18. PIANO RENTAL: Baby Grand pianos located in the gallery and the theater are available for rental for an additional \$150 each, includes tuning of the piano. Pianos should be reserved 30 days in advance to ensure that the instrument is tuned. Any damage occurring to the piano through misuse will become the responsibility of the Renter.
19. EATING AND/OR DRINKING: Food and drink will be permitted in the gallery/lobby and backstage only during rentals. Only AOP Concessions items and non-alcoholic beverages will be allowed in the Palace Theatre. No alcohol of any kind is allowed in the Palace Theatre or backstage due to the building codes.
20. It is the responsibility of the Renter to ensure that children are supervised.
21. BOX OFFICE: The Arts of the Pamlico will not be responsible for selling tickets for events presented by a Renter who does not use the Box Office Option in the Box Option Policy.
22. CATERING: Arts of the Pamlico management is to be informed about all catering arrangements. Caterers can schedule a pre-event walk-through of the facility prior to the event, if necessary. Arrival times, kitchen use, and clean-up times must be done within the contracted rental times.
23. SMOKE FREE: The entire facility – including bathrooms, kitchen, storage areas, etc. – is smoke-free. It is the Renter’s responsibility to guarantee that no smoking is allowed.
24. PUBLIC SAFETY: At all times, public safety and welfare shall be the priority of the Renter. The Arts of the Pamlico reserves the right to require Security Personnel and/or deny the use of the facility based upon the health, safety and welfare of the user, invited guests and/or the general public as well as the protection and security of the building.

I have read and agree to the Arts of the Pamlico’s Rental Policy.

\_\_\_\_\_  
Renter’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter’s Printed Name

\_\_\_\_\_  
Date of Rental