



Arts Council Galleries at Campbell House

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

Rental Guidelines

Campbell House is a historic home owned by the Town of Southern Pines. To insure the safety of you and your guests and the success of your event, we ask your cooperation in complying with the following guidelines:

1. Campbell House is a public art gallery and office building open weekdays (10a-5p) and select weekends. Availability is dependent on the gallery schedule, art in gallery, and other activities occurring on the property. If you are interested in reserving the Train House or other parts of Campbell House Park without use of the inside of Campbell House, call the Southern Pines Parks & Recreation Dept. 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, employees, volunteers and the Town of Southern Pines from any liability whatsoever arising out of the use of 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 a general liability policy of not less than \$1,000,000 per occurrence. Renter shall designate ACMC and the Town of Southern Pines as additional insured under its coverage and shall furnish ACMC a certificate of insurance attesting to such coverage at least two weeks prior to the beginning of the rental period. A list of suggested special events insurance providers is on page 4.
4. If serving 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, with copies provided to ACMC at least two weeks 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 disperse by 10:00 p.m. It is suggested that food and beverage service cease 1/2-hour prior to event's end. Overtime will be billed at \$75 per hour over the contracted time with payment withheld from deposit and any balance 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 onsite.
6. Caterer must be approved by ACMC prior to signing contract. A list of suggested caterers is provided on page 4. No fried food, unless pre-cooked. Renter must provide all food, décor, and labor for set-up and clean-up. Renter is responsible for maintaining cleanliness in all areas where food is prepared and served.
7. The Renter is responsible for renting any equipment needed for the event. A list of ACMC's limited number of tables and chairs available to rent is on page 4.
8. Renter must provide sound system (if needed), but there is no stage or dance floor. Because Campbell House is located in a residential area, Renter must abide by Southern Pines' noise ordinance.
9. Per Southern Pines' ordinances, smoking, vaping, use of fog/smoke machines, and pyrotechnics are NOT allowed on the entire Campbell House property. Renter will be charged \$500 each time a smoke alarm is activated by Renter's activities and criminal charges may be enforced by the Southern Pines Police.
10. The premises must be left in the same condition as found. Furniture, plants, and artwork may be moved only with prior approval from ACMC and must be returned to their original locations at the end of event.
11. Cancellation Policy: A \$150 non-refundable fee is due if event is cancelled any time after a contract is signed. If event is cancelled 15-30 days of event, 50% of the rental fee will be refunded. If event is cancelled less than 15 days of event, the entire rental fee is forfeited.

For additional information, please contact Kate Curtin at 910-692-2787 or kate@mooreart.org

ARTS COUNCIL GALLERIES AT CAMPBELL HOUSE

482 East Connecticut Avenue • Post Office Box 405 • Southern Pines, NC 28388 • (910) 692-2787

Rental Fees

Special Events Rental.....\$1,500/event

- Special events include receptions, parties, small weddings, showers, conferences, etc.
- Rental fee includes use of first floor of Campbell House, kitchen, & small garden area out back.
- Capacity: 150 people standing reception; Seated tables for over 32 people require use of multiple rooms

Fees are subject to change without notice.

Dates can only be held with a signed contract and paid deposit.

Nonprofit discount rate is 30% off the above rate.

Arts Council Galleries Rental Contract

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

Name _____ Day Phone (____) _____

Mailing Address _____ Other Phone (____) _____

City _____ State _____ Zip Code _____ Email _____

Rental Date(s) _____ Start Time _____ End Time _____

Purpose of Rental _____ Expected Attendance _____

Rental Fees & Payments:

Special Event Rental (\$1,500/event)\$ _____

Equipment rental (Fill out & attach Equipment Rental Form on Page 4)\$ _____

Security Deposit (Refunded if facility is left in same condition as found).....\$ 500.00

Total Rental Fee & Security Deposit\$ _____

Due with Signed Contract: 50% of Total Rental Fee (\$150 non-refundable)\$ _____

[NOTE: Event date is not secured without a signed contract and paid deposit.]

Balance due at least one month before event\$ _____

Method of payment: Cash Check (# _____) Credit Card

Card # _____ Exp. Date _____ 3-Digit Security Code _____

Name on Card _____ Signature _____

I, the undersigned, agree to all stipulations set forth in the Arts Council Galleries *Rental Guidelines*.

Renter's Signature

Date

ACMC Rep. Signature

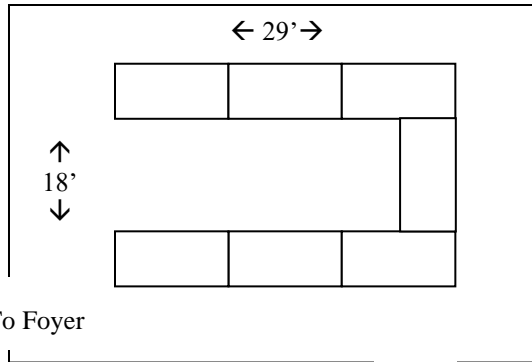
Date

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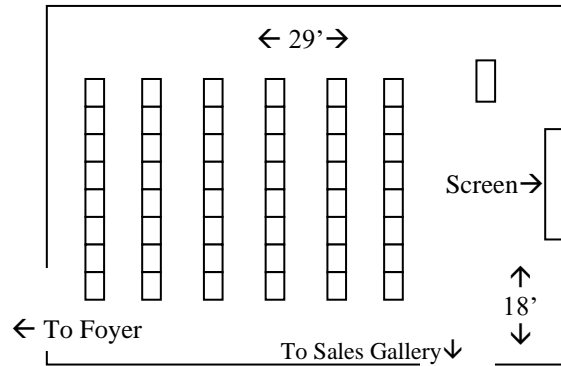
Sample Seating Charts

(Drawing not to scale; Seating subject to change or be limited by art exhibit at time of rental.)

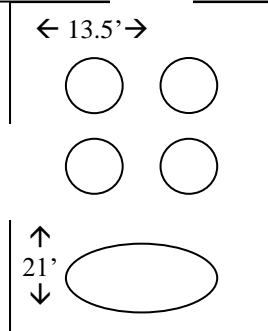
BROWN GALLERY – Table seating
(Seats up to 32 people *comfortably*)



BROWN GALLERY – Theater seating
(Seats up to 50 people)

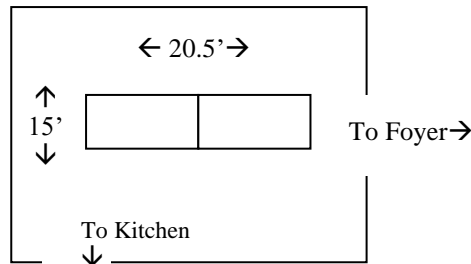


SALES GALLERY →
(Seats up to 24 people)



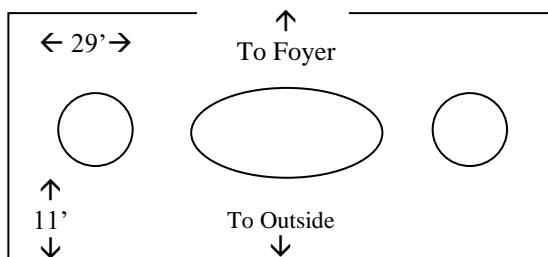
WHITE GALLERY

Close to kitchen and good for serving food; Room not conducive for dinner seating.



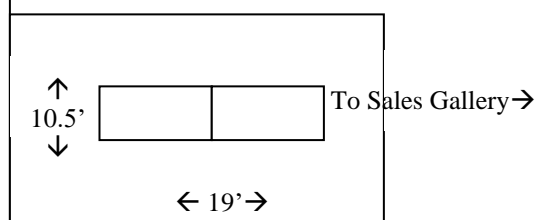
PORCH GALLERY

Table seating - up to 24 people
Theater seating - up to 25 people



PATIO GALLERY

Table seating - up to 14 people



Arts Council Galleries at Campbell House

Equipment Rental Form

These items are only available when renting the Arts Council Galleries at Campbell House from the Arts Council of Moore County.

Items Available for Rent	# Available	Price (each)		# Needed		Total
TABLES						
60" Round	3	\$10	x		=	
6' Banquet (rectangle)	10	\$10	x		=	
37" card (square)	4	\$5	x		=	
CHAIRS						
Brown, folding	34	\$2	x		=	
TOTAL FOR RENTED EQUIPMENT						

SPECIAL EVENTS INSURANCE PROVIDERS

Should you need special events insurance, here are a few companies to contact for quotes:

BB&T Insurance Services - 910-693-2610
First Bank Insurance Services - 910-692-5754
The Murphy Agency - 910-693-3422
www.PrivateEventInsurance.com
www.TheEventHelper.com

ABC LIMITED SPECIAL OCCASION PERMIT TO SERVE ALCOHOL

www.abc.nc.gov

CATERERS

Elliott's Catering Company – Mark Elliot – 910-255-0665 – www.PinehurstCatering.com
Spoon Lickers Catering & Meal Delivery – www.SpoonLickersCatering.com
Talbert's Barbecue & Catering – David Talbert – 910-692-5214
Thyme & Place Catering – 910-684-8758 – www.ThymeAndPlaceCatering.com
White Rabbit Catering – Giff Fisher – 910-295-4662 – www.WhiteRabbitCateringNC.com
Wolcott's Restaurant – Scott Wolcott – 910-695-1551 – www.WolcottsRestaurant.com