



# Campbell House & Galleries



The Arts Council of Moore County (ACMC) welcomes you to host your special event within the charming ambiance of the Campbell House in Southern Pines, North Carolina. Surrounded by a 14-acre park, the Campbell House is a stately manor which functions primarily as an art gallery 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

The Campbell House is a historic home, and because we want to insure the safety of 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, 9 a.m.-5 p.m. and a few weekends throughout the year, thus availability is strictly dependent on the gallery exhibit schedule, the artwork on display, and any other activities occurring on property at the time of your event. If you are interested in reserving space on the Campbell House property, other than the Campbell House, you must call the Southern Pines Recreation & Parks Department 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 the 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 an 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 four.
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, which copies must be 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 be dispersed by 11:00 p.m. It is suggested that food and beverage service cease ½-hour prior to event's end. Overtime will be billed at \$50 per hour with payment 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 at Campbell House.
6. All caterers must be approved by the ACMC prior to signing contract. A list of suggested caterers is provided on page four. Renter must provide all food, décor, and the labor to set-up, teardown, and clean-up. Renter is responsible for maintaining cleanliness in all areas where food is prepared and served.
7. The Renter is responsible for making arrangements for renting equipment needed for event. ACMC has a very limited amount of tables, chairs, china, glassware, and tableware available for rent.
8. Renter must provide their own 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, use of fog/smoke machines, and pyrotechnics are NOT allowed on the entire Campbell House property. Renter will be charged \$500 each time the smoke alarm is activated by Renter's activities.
10. The premises must be left in the same condition as found. Furniture, plants, and artwork may be moved only with approval from ACMC and must be returned to their original locations at the end of event.
11. Cancellation Policy: A \$100 non-refundable processing fee is due if event is cancelled and will be deducted from security deposit. If event is cancelled without a 30-day notice, 50% rental fee deposit is forfeited. If event is cancelled without a 7-day notice, entire rental fee is forfeited.

For additional information, please call Katherine MacRae at 910-692-2787 or email [katherine@mooreart.org](mailto:katherine@mooreart.org)

# CAMPBELL HOUSE

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

## Campbell House Rental Fees

(Fees are subject to change without notice. Dates only held for two weeks without a signed contract and deposit.)

**WEDDING / RECEPTION / PARTY** (includes 1<sup>st</sup> floor, kitchen, and garden area) ..... **\$600**

- Capacity: 150 people standing; Up to 40 people seated at tables

**MEETING IN BROWN GALLERY** (M-F, 9 am-5pm *only*) ..... **\$150\***

- Capacity: 60 people seated theater style; Up to 40 people seated at tables
- \$30/hour *additional* charge for use on weekends and after business hours

**MEETING IN PORCH GALLERY** (M-F, 9am-5pm *only*)..... **\$100\***

- Capacity: 30 people seated theater style; 24 people seated comfortably at tables
- \$30/hour *additional* charge for use on weekends and after business hours

**\*\$200 additional charge for use of kitchen (caterer use only)**

## Rental Contract

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

Name \_\_\_\_\_ Day Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Night Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Rental Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Purpose of Rental \_\_\_\_\_ Expected Attendance \_\_\_\_\_

### RENTAL FEES & PAYMENTS:

Rental fee for Wedding/Reception/Party including kitchen (\$600 per day) ..... \$ \_\_\_\_\_

Rental fee of Brown Gallery *weekdays only* (\$150 per day)\* ..... \$ \_\_\_\_\_

Rental fee of Porch Gallery *weekdays only* (\$100 per day)\* ..... \$ \_\_\_\_\_

\*Use of Kitchen fee – caterer use only (\$200 per day) ..... \$ \_\_\_\_\_

Onsite staff for weekend/after hours (\$30/hr.) based on start/end times above ..... \$ \_\_\_\_\_

Equipment rental (attach Equipment Rental Form) ..... \$ \_\_\_\_\_

Cleaning fee ..... \$ 125.00

Security Deposit (Refunded if facility is left in same condition as found) ..... \$ 250.00

**Total Rental fee** ..... \$ \_\_\_\_\_

50% of Total Rental fee [Due with contract] ..... \$ \_\_\_\_\_

**Balance of rental fee** [Due at least one month before the event] ..... \$ \_\_\_\_\_

Method of payment:  Cash  Check (# \_\_\_\_\_)  MasterCard  Visa  Discover

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ 3-Digit Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

I, the undersigned, agree to all stipulations set forth in the Campbell House *Rental Rules & Restrictions*.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACMC Rep. Signature

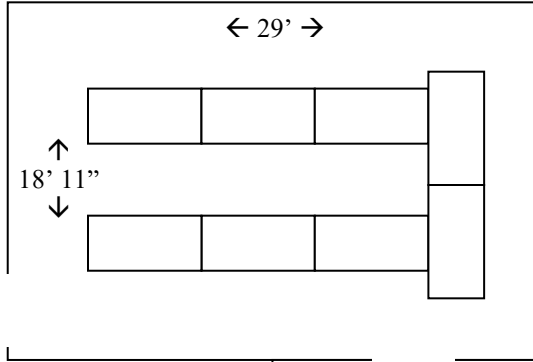
\_\_\_\_\_  
Date

# Campbell House

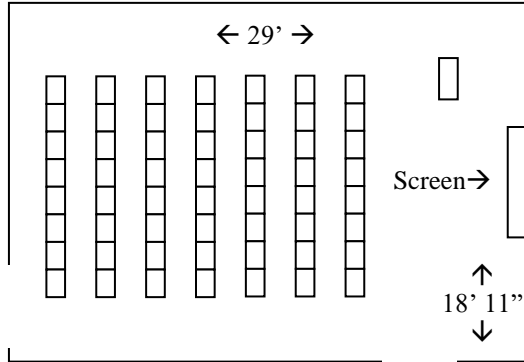
## Sample Seating Charts

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

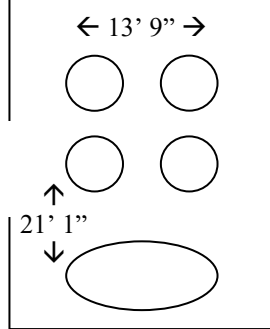
**BROWN GALLERY – Table seating**  
(Seats up to 40 people)



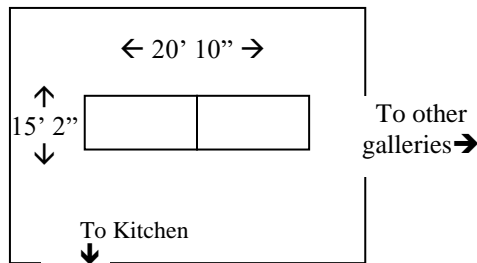
**BROWN GALLERY – Theater seating**  
(Seats up to 50-55 people)



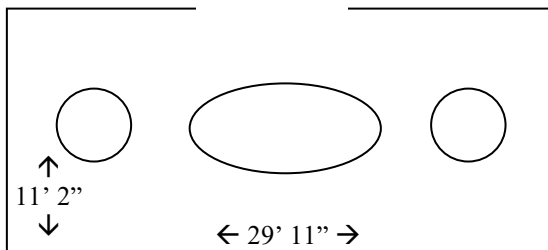
**Sales Gallery →**  
(Seats up to 24 people comfortably)



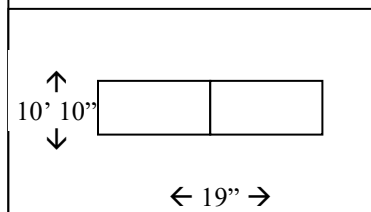
**WHITE GALLERY –** May be set up for serving food; Room not conducive for dinner seating.



**PORCH GALLERY**  
Table seating - up to 24 people  
Theater seating – up to 30 people



**PATIO GALLERY**  
Table seating - up to 14 people



# CAMPBELL HOUSE

## Equipment Rental Form

*These items only available by renting Campbell House 1<sup>st</sup> floor from the Arts Council of Moore County.*

TABLES	# Available	Price (each)		# Needed		Total
60" Round	3	\$5	x		=	
6' Banquet (rectangle)	9	\$5	x		=	
37" card (square)	4	\$3	x		=	
<b>CHAIRS</b>						
Brown, folding	30	\$1	x		=	
<b>CHINA (white)</b>						
10" Dinner Plate	60	25¢	x		=	
8" Dessert Plate	8	25¢	x		=	
8" Salad Plate	45	25¢	x		=	
6" Bread Plate	45	25¢	x		=	
6" Bowls	60	25¢	x		=	
Coffee Cups	60	25¢	x		=	
Saucers	60	25¢	x		=	
<b>GLASSWARE</b>						
Wine	90	25¢	x		=	
Water/Tea	90	25¢	x		=	
Sorbet Dish	20	25¢	x		=	
<b>TABLEWARE</b>						
Dinner Fork	90	20¢	x		=	
Salad Fork	90	20¢	x		=	
Dinner Spoon	90	20¢	x		=	
Teaspoon	90	20¢	x		=	
Knife	90	20¢	x		=	
Serving Spoons	10	20¢	x		=	
<b>MISCELLANEOUS</b>						
Punch Bowl	2	\$20	x		=	
30-cup Coffeemaker	1	\$15	x		=	
<b>TOTAL FOR RENTED EQUIPMENT</b>						

### SUGGESTED 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](http://www.PrivateEventInsurance.com)  
[www.TheEventHelper.com](http://www.TheEventHelper.com)

### ABC LIMITED SPECIAL OCCASION PERMIT TO SERVE ALCOHOL

<https://abc.nc.gov/Permit/SpecialPermits>

### SUGGESTED CATERERS

**Elliot's on Linden** – Mark Elliot – 910-255-0665 – [www.ElliottsOnLinden.com](http://www.ElliottsOnLinden.com)  
**Hollie's Catering & Meals To Go** – Hollie Girona – 910-295-5886  
**Wolcott's Restaurant** – Scott Wolcott – 910-695-1551 – [www.WolcottsRestaurant.com](http://www.WolcottsRestaurant.com)