



Campbell House & Galleries



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 art gallery and cultural center. Art exhibits change monthly, and the gallery offers an elegant and warm atmosphere that will add to any special occasion.

RENTAL GUIDELINES

Campbell House is a historic home, and because we want to ensure 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, 10AM-5PM 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 the Train House or another part of the Campbell House property, you must call the Southern Pines Recreation & Parks 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 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 a 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 renting equipment needed for the event. ACMC has a limited number 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 a 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 prior 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 14-day notice, entire rental fee is forfeited.

For additional information, please call Katherine MacRae at 910-692-2787 or email 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 1st floor, kitchen, and garden area) **\$750**

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

MEETING IN BROWN GALLERY (M-F, 10 am-5pm *only*) **\$200***

- Capacity: 50 people seated theater style; Up to 30 people seated at tables
- \$30/hour *additional* charge for use on weekends and after business hours

MEETING IN PORCH GALLERY (M-F, 10am-5pm *only*) **\$150***

- Capacity: 30 people seated theater style; 20 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 (\$750 per day) \$ _____

Rental fee of Brown Gallery *weekdays only* (\$200 per day)* \$ _____

Rental fee of Porch Gallery *weekdays only* (\$150 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

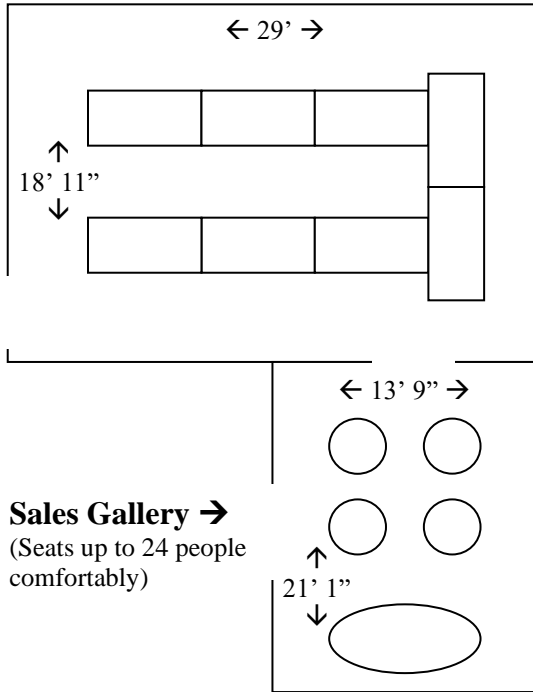
Date

Campbell House

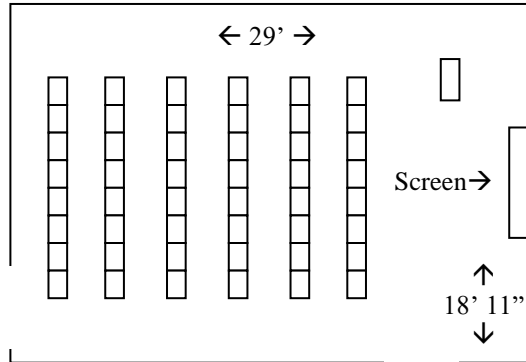
Sample Seating Charts

(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)

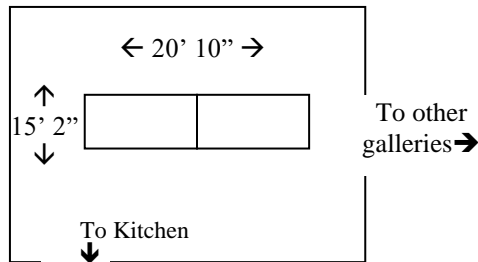


BROWN GALLERY – Theater seating
(Seats up to 50 people)



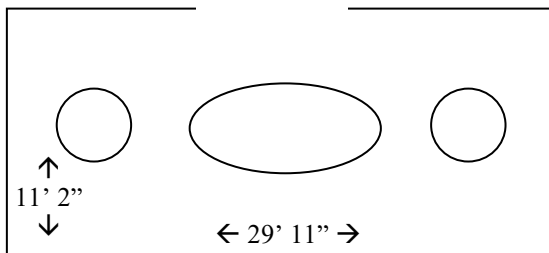
WHITE GALLERY

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



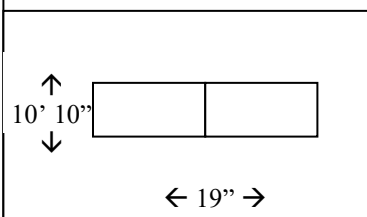
PORCH GALLERY

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



PATIO GALLERY

Table seating - up to 14 people



CAMPBELL HOUSE

Equipment Rental Form

These items only available by renting Campbell House 1st 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		=	
CHAIRS						
Brown, folding	34	\$1	x		=	
CHINA (white)						
10" Dinner Plate	40	25¢	x		=	
8" Dessert Plate	8	25¢	x		=	
8" Salad Plate	40	25¢	x		=	
6" Bread Plate	4	25¢	x		=	
6" Bowls	40	25¢	x		=	
Coffee Cups	40	25¢	x		=	
Saucers	40	25¢	x		=	
GLASSWARE						
Wine	75	25¢	x		=	
Water/Tea	75	25¢	x		=	
Sorbet Dish	20	25¢	x		=	
TABLEWARE						
Dinner Fork	75	20¢	x		=	
Salad Fork	75	20¢	x		=	
Dinner Spoon	75	20¢	x		=	
Teaspoon	75	20¢	x		=	
Knife	75	20¢	x		=	
Serving Spoons	10	20¢	x		=	
MISCELLANEOUS						
Punch Bowl	2	\$20	x		=	
30-cup Coffeemaker	1	\$15	x		=	
TOTAL FOR RENTED EQUIPMENT						

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
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
Hollie's Catering & Meals To Go – Hollie Girona – 910-295-5886
Wolcott's Restaurant – Scott Wolcott – 910-695-1551 – www.WolcottsRestaurant.com