

*Make history a part of your special event.*



© Melissa Stallings Photography

## *Special Event Rentals*



**MUSEUM OF THE ALBEMARLE**

*History Happens Here*



## *One of a Kind*

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Entertain at the Museum of the Albemarle and make your function an elegant affair. With a variety of rental spaces available and an attractive and convenient location that overlooks the waterfront, the museum is an ideal choice for a wide array of events.

The museum has six rental spaces available that are sure to complement and accommodate your next business meeting, corporate dinner, holiday party, wedding reception, family reunion, community event, or theatrical performance. Reserve one today and make your own history at the Museum of the Albemarle in downtown Elizabeth City.









# Spaces Available

SPACE	EVENT RATES	NONPROFIT EVENT RATES	SIZE	AMENITIES INCLUDED
THE MUSEUM GREEN	\$250 9 a.m.–5 p.m. \$400 after 5 p.m.	\$100 9 a.m.–5 p.m. \$300 after 5 p.m.	1.3 acres 500+ people	Stage
ELIZABETH CITY FOUNDATION CONFERENCE & BOARD ROOM	\$300 9 a.m.–5 p.m. \$500 after 5 p.m.	\$200 9 a.m.–5 p.m. \$500 after 5 p.m.	550 sq. ft. 16 seated	Catering Kitchen Restrooms Tables & Chairs
C. O. ROBINSON JR. LOBBY	\$600	\$500	2200 sq. ft. 100 standing	Catering Kitchen Restrooms
FESTIVAL PORTICO & STAGE/PORTICO SOUTH	\$400 9 a.m.–5 p.m. \$600 after 5 p.m.	\$200 9 a.m.–5 p.m. \$400 after 5 p.m.	4550 sq. ft. 250 seated 500 standing	Catering Kitchen Restrooms
GAITHER FAMILY AUDITORIUM	\$300 9 a.m.–5 p.m. \$400 after 5 p.m.	\$200 9 a.m.–5 p.m. \$400 after 5 p.m.	2640 sq. ft. 196 seated, plus 4 handicap seats	A/V Equipment Restrooms Fixed Seating
CLASSROOMS A&B (separated or combined)	\$150 9 a.m.–5 p.m. \$300 after 5 p.m.	\$100 9 a.m.–5 p.m. \$200 after 5 p.m.	Each room is 400 sq. ft. 30 seated	Catering Kitchen Restrooms Tables & Chairs

\* Museum Rental Hours  
Mon-Sat: 8:30 am - Midnight  
Sun: 9 am - Midnight

\* C.O. Robinson Jr. Lobby Rental Hours  
Mon-Sat: 5 pm- Midnight  
Sunday: 9 am - Midnight

\* All spaces based on 4 hour time blocks.  
An additional \$100 hourly fee will be charged  
for events exceeding hours established in contract.

Established rates cover 4 hours event time with an additional 2 hours (total) for setup and cleanup. An exception is the Festival Portico & Stage where the established rates include 6 hours event time with and additional 2 hours (total) setup and cleanup.





THE MUSEUM GREEN



ELIZABETH CITY FOUNDATION  
CONFERENCE & BOARD ROOM



C. O. ROBINSON JR. LOBBY



THE J. WILSON JONES JR. FESTIVAL PORTICO & STAGE  
AND THE JEWEL & LEE DAVENPORT PORTICO SOUTH



GAITHER FAMILY AUDITORIUM



JOSIE GORDON THORSON AND GATEWAY  
BANK & TRUST COMPANY CLASSROOMS A&B







# *Rental Information*

## DEPOSIT

A \$100 non-refundable deposit and signed rental application are required to reserve a date. One half of the remaining balance is due 30 calendar days prior to the scheduled event, with the full balance due 10 calendar days prior. Failure to meet this payment requirement will result in cancellation.

## ALCOHOL

Any events during which alcohol is served require an additional fee of \$200, as well as event insurance coverage. An off-duty police officer and ABC license must be provided by the renter.

## SETUP, CLEANUP

All setup and cleanup for the event are the responsibility of the renter. The renter is also responsible for the removal of all food, beverages, decorations, and trash.

## CATERING

Caterers or food service providers must have proper permits and appropriate insurance. Exceptions can be made for cakes.

## INVITATIONS AND ANNOUNCEMENTS

Invitations and announcements must be approved by administrative staff of the Museum of the Albemarle prior to printing.

## TOURS AND MUSEUM GIFT SHOP

Guided tours of the museum exhibitions and/or access to the Museum Gift Shop may be arranged. Such arrangements are subject to availability and require four weeks' notice.

## AUDIOVISUAL EQUIPMENT

One lectern and a microphone may be used at no charge. A flat rate is charged for the usage of all other equipment.





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*History Happens Here*

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