

Museum of the Albemarle

501 South Water Street

Elizabeth City, North Carolina 27909

252-331-4038

Room Rental Contract Sheet

*I have received a copy of the Museum of the Albemarle's room rental policies and procedures. By signing below, I acknowledge that I have read and thoroughly understand the room rental policies and procedures as they apply to my event. I agree to abide by all terms and conditions. I understand that **my reservation will not be booked or confirmed until this page, along with the Facility Rental Application/Invoice, is signed, returned, and approved** by the Public Information Assistant and Museum Administrator and is accompanied by the appropriate deposit.*

Event Name: _____

Room Requested _____ # of Guests _____

Date & Time: _____

Contact Name: _____

Address: _____

Phone Number: _____

E-mail: _____

Signature of
Renter: _____

To Be Completed By Museum Staff

Museum Staff: _____

Museum Administrator: _____

Balance Amount: _____ Date paid in full: _____

Date Contract Accepted: _____

Facility Rental Application/Invoice

Name (Individual Responsible) _____ Today's Date _____

Name of Organization/Event _____ Tax Exempt # (if Non-Profit) _____

Mailing Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Fax _____ E-Mail _____

Room Requested _____ Purpose of Rental _____

Date of Event _____ Times Requested (Beginning to End) _____

Facility Use: Do you plan to raise and/or collect money?

Do you intend to serve food? (Caterers must be approved by Museum)

Do you intend to serve Alcohol? (Additional \$200 fee, security guard, bartending personnel and ABC License)

Will there be music? DJ Band (Requires contact with Museum Staff)

Will you publicize the event? (Museum must approve all invitations, flyers, mailings, advertising, etc.)

Will there be decorations? (Decorations cannot be affixed to the facility walls. Other restrictions apply)

Total Rental Fee Required \$** _____ *Deposit Enclosed \$** _____ *(non-refundable)*

This application serves as a request for a rental and invoice. A representative of the Museum of the Albemarle will call to confirm your rental. ****All deposits must be received as of the date of the application. Once approved, 50% of the remaining balance is due 30 working days prior to the event with the remainder of the balance due 10 working days prior to the event. Failure to return proper paperwork within 30 days will result in an automatic cancellation of event request. Make checks payable to the "Friends of the Museum of the Albemarle, Inc."**

I certify that I am authorized to act for the above named applicant and that said applicant will be responsible for any and all damages to the equipment or facility, or any injuries that occur while it is used by the applicant, and that the charges as stated will be paid. I further certify that the requested facility will be utilized strictly in accordance with the above stated purpose and type of activity to be conducted. I have read and agree to abide by all policies pertaining to the facility use agreement.

Applicant Signature

Date

MUSEUM OF THE ALBEMARLE

EVENT ROOM RENTALS
501 SOUTH WATER STREET
ELIZABETH CITY, NORTH CAROLINA 27909
252-335-1453
MOA@NCDCCR.GOV
WWW.MUSEUMOFTHEALBEMARLE.COM

ALCOHOL USE POLICY

All alcohol use must be approved in advance by the Museum staff and incurs an additional rental fee of \$200. The following are the requirements for approval of alcohol use for all groups, organizations, and individuals:

Any event holder planning an event where alcohol will be served or sold is required to obtain a one-day alcohol user permit from the Alcohol Beverage Control.

All events with alcohol must have an armed off-duty police officer, deputy, or other authorized law enforcement official to ensure public safety.

All events must have bartenders dispensing the drinks. There are no open bars allowed.

All alcoholic beverages must be in approved containers and served in provided containers unless prior authorization has been obtained.

All alcohol must be served along with food and water.

All alcohol served at events is limited to the specific space reserved for the event. Alcohol may not be carried into the common areas of the museum or any galleries.

No alcohol can be served to minors.

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Approved Rental Company Listing

The following is the list of approved rental equipment companies for the Museum of the Albemarle. All rental equipment companies listed have been approved by the Museum Administrator.

Distinctive Event Rentals

1111 International Plaza

Chesapeake, VA 23323

757-420-7000

Fax: 757-420-7406

www.DistinctiveEventRentals.com

Party and Equipment Rentals

408 W. Queen St

Edenton, NC

252-482-7368

Party Plus by Taylor Rental

Norfolk Tent Rental

5625 East VA Beach Blvd.

Norfolk, VA 23502

757-461-2727

Fax-757-461-4798

[E-mail-Jack.Walsh@partyplus.biz](mailto:Jack.Walsh@partyplus.biz)

Metro Rental

111 Colington Rd

P.O. Box 77

Kill Devil Hills, NC 27948

252-480-3535

Fax-252-480-0517

www.metrorentalobx.com

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Approved Caterer Listing

The following is the list of approved caterers for the Museum of the Albemarle. All caterers listed have been approved by the Museum Administrator.

Captain Bob's Catering
310 South Ocean Highway
Hertford, NC 27944
252-333-553
www.captainbobs.net

City Wine Cellar
102 South Water St
Elizabeth City, NC 27909
252-335-1163

Groupers Waterfront Restaurant
400 South Water St
Elizabeth City, NC 27909
252-331-2431

Kathy's Creations
422 South Hughes Blvd
Elizabeth City, NC 27909
252-331-1888

Kelly's Outer Banks Restaurant and Tavern
MP 10.5 158 Bypass
Nags Head, NC 27959
252-441-4116
www.kellysrestaurant.com
info@kellysrestaurant.com

Montero's Restaurant
414 McArthur Dr
Elizabeth City, NC 27909
252-331-1067
www.monterosrestaurant.com
monteros@adelphia.net

Nixon Catering
Leon Nixon
749 Virginia Road
Edenton, NC 27932
252-482-5660
Fax-252-482-5987

The Southern Lady
Louise Ward
214 Woodland Circle
Hertford, NC 27944
252-426-7925
Cell-252-337-5059

Thompson Hospitality
Elizabeth City State University
1704 Weeksville Rd, Box 129
Elizabeth City, NC 27909
252-335-3129
Fax-252-335-3773
ecsucatering@thompsonhospitality.com
www.thompsonhospitality.com

Topside Restaurant
Hwy 343
Shiloh, NC 27974
252-336-2611

Pineapple Café'
1831 Weeksville Rd
Elizabeth City, NC 27909
252-337-9933
www.pineapplecafe.net