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One of a Kind

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

For more information contact
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Say I Do to History

with Special Event Rentals

2026 Rates

Rental pricing below does not include tables and chairs within.

Venue : Green

Standard

9 am – 5 pm	\$350.00
After 5 pm	\$500.00

Non-profit

9 am – 5 pm	\$250.00
After 5 pm	\$400.00

Venue : Classrooms (Gordon & Ferebee)

Standard (Full Class)

9 am – 5 pm	\$250.00
After 5 pm	\$400.00

Standard (Half Class)

9 am – 11 pm	\$250.00
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Non-profit

9 am – 5 pm	\$150.00
After 5 pm	\$300.00

Venue : Auditorium

Standard

9 am – 5 pm	\$400.00
After 5 pm	\$600.00

Non-profit

9 am – 5 pm	\$300.00
After 5 pm	\$500.00

Sundays

10 am – 7 pm	\$700.00
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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. An uniformed 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 (from pre-approved list) must have proper permits and appropriate insurance. Exceptions can be made for cakes. Renter's caterer is responsible for kitchen clean-up.

INVITATIONS AND ANNOUNCEMENTS

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

GUIDED TOURS

Guided tours of the museum exhibitions 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.

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

Museum Rental Hours

Mon-Sat: 9 am - 11 pm

Sun: 10 am - 7 pm

Day rates for cleaning service \$100.

For rentals after 5 pm this service is included in your rental fees.

Established rates cover 4 hours event time with an additional 2 hours (total) for setup and cleanup.

An exception is the Auditorium where the established rates include 6 hours event time with an additional 2 hours (total) setup and cleanup.