



## **Greenville Museum of Art** Facility Rental Policy and Guidelines

Thank you for your interest in the Greenville Museum of Art (GMA) as a site for your special event! With a rich history dating back to the early 1900's, the GMA is one of the most unique environments in Greenville, North Carolina. Please see the below policies and guidelines for renting the GMA facility for your next special event. We look forward to hosting you!

### **Booking/Reservations:**

The Greenville Museum of Art (GMA) is booked on a first come, first serve basis. Because GMA personnel must be on site to protect the asset, any special event affects the Museum's weekly staffing schedule. Reservations must be made, and finalized, at least two weeks prior to event to allow GMA staff to determine appropriate availability and capacity.

To guarantee the date, your contract, rental fee, and refundable deposit must be received no later than 14 days prior to the event. Rental of the Museum will be restricted to gatherings considered to be appropriate and safe for the facilities and function of the Museum. The GMA Executive Director shall provide final approval for all rentals. Denial appeals may be made to the Museum's Board President.

### **Rental Hours:**

Events can run between the hours of 10:00am - 10:00pm. The earliest set up time is 8:30am and all clean up must be finished by 11:00pm.

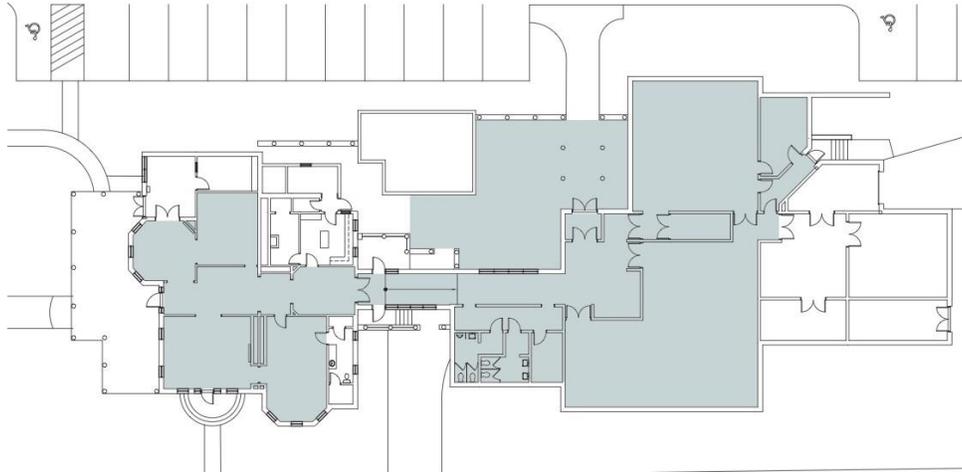
### **Facility Reservation Options and Capacity:**

The Greenville Museum of Art (GMA) offers three dynamic rental options to potential users in order to accommodate the unique needs of every event. For all three options, access to the Museum's bathrooms is readily available. Access to the GMA catering kitchen, however, is available in most cases except where the operation of one event infringes on the operations of a previously scheduled, simultaneous event.

Event seating is restricted to the larger Commons and West Wing Galleries. The GMA offers fifty chairs, six eight-foot tables, and use of our projector screen at no charge. The renter is welcome to bring additional furniture into the GMA as long as it is also removed promptly after. Please note that weddings and formal dinners default the user's rental selection to Option One. Images provided below illustrate users scope of access to the GMA for each option.

*Option One:* **Entire first floor public spaces of Museum, including the outside courtyard**  
Capacity – 160 people (seated), 300 people (standing)

Option One is a full-day rental and grants the user full access to the first floor galleries and public spaces of the GMA. These spaces include the: Kenneth Noland Gallery; Rachel Maxwell Moore Foundation Gallery; Frances Speight and Sarah Blakeslee Gallery; Front Parlor; West Wing Gallery; and Commons Gallery. In addition, renter has full access to the Museum's state-of-the-art catering facility, located off of the West Wing and Commons Galleries. Access to the bathrooms is readily available. The renter is also entitled to use the outside courtyard, located off of the Commons/West Wing Galleries. Access to the GMA's second floor is restricted.

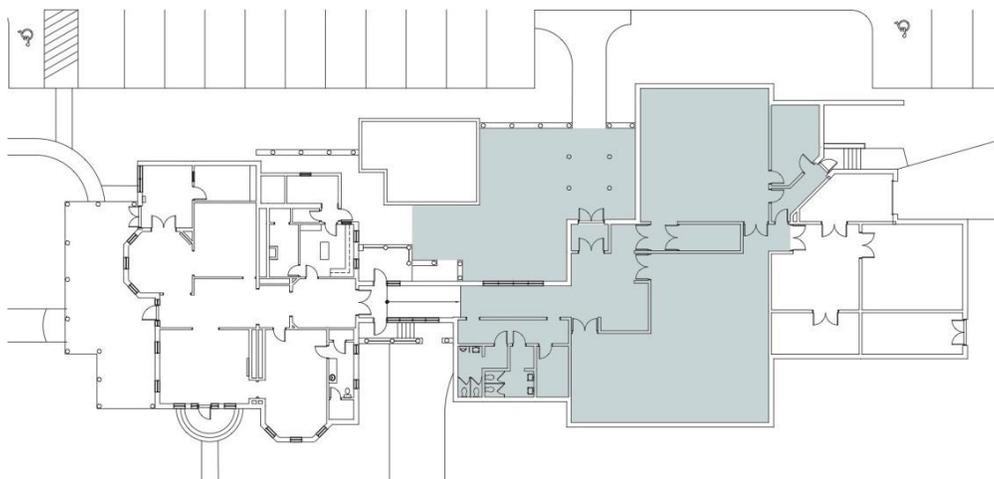


Rental Option One (Pictured Above)

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*Option Two:* **West Wing and Commons Galleries, including outside courtyard**  
Capacity – 160 people (seated), 250 people (standing)

Option Two is available as either a half-day (four hour) or full-day (eight hour) rental and grants the user full access to the West Wing and Commons Galleries. The renter has full access to the Museum's state-of-the-art catering facility, located off of the West Wing and Commons Galleries, and is free to use whatever access doors to convenience food/beverage delivery into the rented space. Access to the bathrooms is readily available. The renter is also entitled to use the outside courtyard, located off of the Commons/West Wing Galleries. Access to all other areas of the GMA is restricted.



Rental Option Two (Pictured Above)

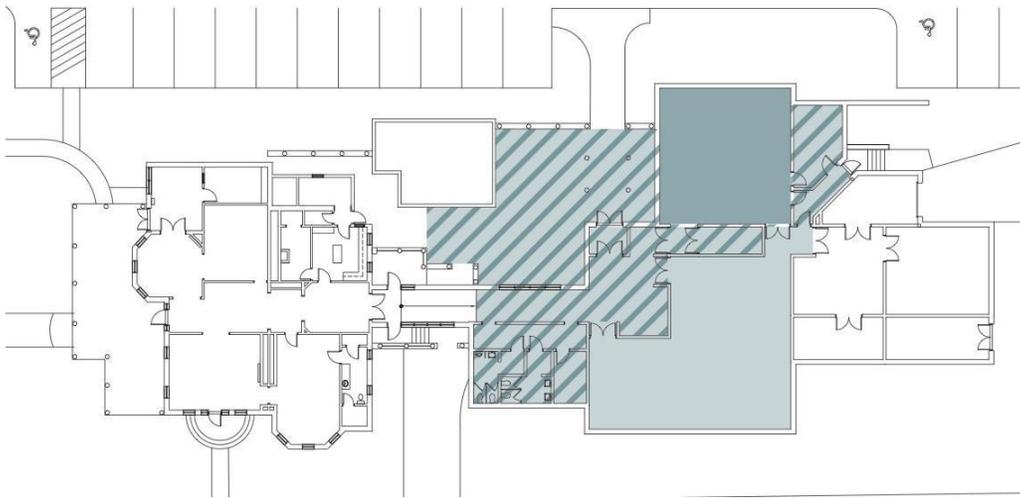
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**Option Three: West Wing Gallery or Commons Gallery**

West Wing Capacity – 100 people (seated), 200 people (standing)

Commons Gallery Capacity – 60 people (seated), 120 people (standing)

Option Three is available as either a half-day (four hour) or full-day (eight hour) rental and grants the user full access to either the West Wing Gallery or Commons Gallery. The renter has full access to the Museum's catering facility. In the event that the West Wing Gallery is rented, user must use rear hallway behind catering kitchen for direct access. Users of the Commons Gallery may use whatever access doors to convenience food beverage delivery into rented space. Access to the bathrooms is readily available to both rooms. In the event that both rooms are rented simultaneously, both rooms will use the same bathrooms. Access to all other areas of the GMA is restricted.



Rental Option 3 (Pictured Above)

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**Rental Fees, Deposits, and Additional Costs:**

The Greenville Museum of Art (GMA) maintains the following price points for the rental of space. Because price points are subject to occasionally change due to market demand, rental charges will be determined based on the day the renter signs the contract. GMA will honor the rental price originally agreed to. Both GMA staff and renters can refer to the *Record of Amendment and/or Revisions* (Page 10) to determine relevant dates and applicable rates.

<b>Rental Option</b>	<b>Rental Rate</b>	<b>Deposit Required</b>
Option One - Full Day Only	\$3,000.00	\$500
Option Two - Full Day	\$1500.00	\$250
Option Two - Half Day	\$1,000	\$200
Option Three - Full Day	\$800	\$100
Option Three - Half Day	\$300	\$50

All rentals will be charged a deposit fee in addition to the rental fee. The deposit will be returned via mail within 10 days after the event if the space is properly cleaned and free of any damages. The rental fee must be paid in full at the time of signing the contract and may be refunded except for the deposit up to 14 business days before the event. In addition, renter must provide a valid credit card number to the Museum at the time of signing the contract in case additional charges are incurred that exceed the original deposit.

**Additional Costs:**

1. Because of the staff requirements, the fee for the relocation of any artwork in any gallery is \$25 per piece. Artworks exceeding 50lbs, excluding pedestals, cannot be moved for rentals. Installations cannot be moved. Renters must provide the Museum at least two weeks notice in order to move and/or remove any artwork.
2. The GMA reserves the right to bill renter for any additional cleaning expenses that exceed the cost of the deposit.
3. The renter is liable for any damages to artwork or Museum property on display, regardless of whether the damage was caused by guests, caterers, or anyone else hired by the renter. If needed, the Renter is responsible for paying the Greenville Museum of Art all of its collection costs and expenses, including, but not limited to, court costs and reasonable attorneys' fees.
4. Option One renters are required to provide proof of event liability insurance to GMA- \$1,000,000 policy - for day of event. Proof must be provided by time of contract signing.
5. Full-day renters that fail to set up, begin, end, and clean up their space in the contracted window of time will be assessed an additional hourly charge, rounded up, of \$300 per hour. This penalty will be initially deducted from the renter's deposit, with the difference charged to the credit card number provided at the signing of the rental contract.

### **General Policies and Expectations:**

The Greenville Museum of Art (GMA) is foremost an art museum, and all policies are guided by the need to ensure the safety of the art collection, care for the building, and maintenance of the reputation of the Museum. Therefore, facilities are made available under very specific conditions. The following guidelines have been set to make sure that the safety of the art objects on display are not compromised and that the event runs smoothly. Any questions about these guidelines are welcome and may be directed to the GMA Executive Director.

1. The Museum will furnish a clean, usable site to the renter that will be returned in the same condition in which it was found. Staff will be available to: 1) Protect the GMA facility and its contents; and 2) Answer questions and help coordinate. Staff is not available to set-up or clean up user's event. The renter must provide staff necessary for coordinating all set up with the GMA staff.
2. Rental of the Museum will be restricted to gatherings considered safe and appropriate for the facilities and function of the Museum. The GMA Executive Director shall provide final approval for all rentals. Denial appeals may be made to the Museum's President.
3. It is expressly agreed that the Renter will indemnify and hold harmless the GMA for any damage to any works of art owned or on loan to the Museum which damage is sustained during the course of the rental period. In addition, the Museum is not responsible for the protection or storage of items brought onto the grounds for an event.
4. The GMA is open to the public between the hours of 10:00am to 4:30pm Tuesday through Friday, and 1:00pm to 4:00pm on weekends. Public access to the Museum will be maintained during these times in other areas of the Museum not affected by the rental.
5. For the safety of GMA collection and exhibitions, all event objects (tables, chairs, etc.) set up in any of the galleries must be positioned at least two feet from the walls. The renter must make sure all event personnel (planner, caterer, etc.) are aware of this policy.
6. Aside from the use of tables and chairs, renter is responsible for providing all their own event supplies (linens, utensils, trash bags etc.) and is not allowed to use or supplement rental with Museum property and/or equipment.
7. During the Option One functions, both the Evan's Street and West Wing Entrance to the GMA may be opened. For Options Two and Three, the West Wing entrance may be used.

**General Policies and Expectations (Continued):**

8. The following are not permitted inside the museum:
  - a. Confetti, birdseed, rice, glitter, or glittery ribbons and fabrics. Birdseed may be used outside the GMA, as well as bubbles.
  - b. Smoking, both inside the GMA, as well as on campus grounds.
  - c. Alcohol may be served at the event, but renter must conform to any and all of the North Carolina Alcoholic Beverage Control laws. The GMA Executive Director reserves the right to restrict use of red wine if rental event puts an exhibit of significance at risk. Denial appeals may be made to the Museum's President.
  - d. Candles and open flames. Battery operated votive candles are a safe alternative.
  - e. Under no circumstances may holes be drilled, cored, or punched in any part of the Museum facility.
  - f. Decorations (signs, banners, etc.) may not be taped, nailed, stapled or otherwise fastened to Museum property unless approved by Museum's director prior to your event. Otherwise, the user is free to decorate the rented area as deemed fit.
  
9. Arrangements for the complete cleaning of rental space is the responsibility of the renter. This includes coordinating with user's contracted caterer, who is also must sign the GMA's rental agreement. Trash must be hauled off site unless GMA staff on site authorizes the use of Museum dumpster/trash cans.

**Recommended Caterers:**

The Greenville Museum of Art (GMA) encourages renters to make their best effort to hire local caterers for events at the Museum. All caterers must sign the GMA's Facilities Usage Agreement prior to event. A list of Pitt County caterers is provided below...

GK Café  
(252) 752-7662

Mellow Mushroom of Greenville  
(252) 747-4492

Scarborough Fare Catering  
(252) 565-8220

The Scullery  
(252) 321-1550

Rock Springs Center  
(252) 830-8900

Village Point Market  
(252) 321-3663

Villedge Wood Fired Kitchen  
(252) 355-9500

**Recommended Vendors:**

Occasions Event Designs  
Showroom: 252-752-6326  
Cell: 252-717-4716  
Email: occasionseventdesigns@gmail.com

Unveiled Couture  
Bridal Gowns  
252-689-6372

Jefferson's Florist  
Bouquets and Flower Arrangements  
252-355-5600

**Event Clean up**

At the conclusion of the event, the Museum staff will conduct a walk-through of the Greenville Museum of Art (GMA) to make sure that renters cleaning efforts are complete and satisfy the requirements of Museum’s rental policy. It is the responsibility of those cleaning up to ask the Museum staff to check over their cleaning job. When in doubt, please ask GMA attendant.

It is the Renter's responsibility to let whoever is cleaning of the event what is expected of them. If the Museum is not cleaned sufficiently, the deposit will not be returned. If insufficient cleaning yields a cost that exceeds the deposit, GMA reserves the right to bill renter for the difference. All non-GMA items including, but not limited to dirty dishes, linens, and flatware must be removed from the site at the conclusion of the event. All decorations must be down and packed away after the event. The renter must make sure all event personnel (planner, caterer, etc.) are aware of cleaning policies.

Please carefully review the following sheet regarding clean up. A copy must be given to the person(s) in charge of clean up after your event.

**Greenville Museum of Art (GMA) Cleaning Checklist**

(To be completed by GMA staff at conclusion of event and signed by both parties)

	<b>Not Accepted</b>	<b>Accepted</b>
<b>Catering Kitchen Cleaning Includes</b>		
Museum Utensils, cleaned and put away		
Sink cleaned and rinse out		
Counter tops cleaned		
Floors mopped of spills		
All food removed from the refrigerator and ovens cleaned		
<b>Gallery Cleaning Includes</b>		
Tables and chairs broken down and returned to the closet		
Floors swept and spills cleaned up		
<b>Garbage</b>		
Garbage disposed of and off Museum property		
Recycling disposed of and off Museum property		

Rental Party Signature \_\_\_\_\_ Date \_\_\_\_\_

Museum Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**GREENVILLE MUSEUM OF ART FACILITIES USAGE AGREEMENT**

The undersigned has read the Facility Rental Policy and Guidelines of the Greenville Museum of Art (GMA), which are incorporated herein by reference as if completely set forth, and agrees to abide by these guidelines. In addition, caterers must have read and signed the Facility Rental Policy and Guidelines. Any exceptions and/or additional conditions are noted below and initialed by the Museum’s director. If any changes in event times occur, it is the Renter’s responsibility to notify the Museum at least two weeks in advance.

Name: \_\_\_\_\_ Organization (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address (NO PO BOXES): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Access Time: \_\_\_\_\_ (to begin setting up) Close Time: \_\_\_\_\_ (done with clean up)

**The Museum needs a minimum of 2 weeks’ prior notice for any changes.**

Caterer (if applicable): \_\_\_\_\_ Phone #/Email: \_\_\_\_\_

<b>Greenville Museum of Art (GMA) Event Cost Breakdown</b>	
<i>Costs</i>	<i>Amount</i>
Rental Option One Two Three (Circle One)	\$
Adjustments (artwork moving fee, nonprofit discount, etc.)	\$
Total Rental Fee	\$
Refundable Deposit	\$
Proof of Event Insurance? Yes No (Circle)	
Additional Notes:	

I (renter) have been given, read, and will abide by the Facility Rental Policy and Guidelines.

Renter’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter’s Printed Name: \_\_\_\_\_

I (caterer) have been given, read, and will abide by the Facility Rental Policy and Guidelines.

Caterer’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caterer’s Printed Name: \_\_\_\_\_

**Greenville Museum of Art (GMA) Facility Rental Policy and Guidelines  
Record of Amendment and/Revisions**

Greenville Museum of Art (GMA) Facility Rental Policy and Guidelines Record of Amendments and/or Revisions		
<i>Date Amended and/or Revised</i>	<i>President</i>	<i>Secretary</i>
January 18, 2017	Brian A. Farkas	Betsy H. Leech
September 01, 2017	Melissa K. Goldstein	Betsy H. Leech