

VICTOR R. SMALL HOUSE RENTAL INFORMATION

The Victor R. Small House is owned and operated by the Sampson Arts Council; a non-profit organization dedicated to the promotion and support of the arts and cultural events in Sampson County. The Victor R. Small House is a historic site donated by the late Dr. Victor R. Small for the enhancement of the arts and cultural events in our community. Policies and guidelines for use of the house help us assure proper maintenance, use, and enjoyment of the facility. Your cooperation in adhering to usage policies is to insure the continued preservation of this important piece of Clinton and Sampson County's architectural heritage.

TO RESERVE THE VICTOR R. SMALL HOUSE

FOR RESERVATIONS: Contact the Rental Coordinator at (910) 596-2533 for the availability of your desired date. Only one event per day, between 9:00 am and 11 pm can be scheduled. To reserve the Victor R. Small House all rental clients must be current members of the Sampson Arts Council. **Because the Victor R. Small House is a historic site you may find restrictions you do not encounter elsewhere.**

RENTAL FEES: (NOT INCLUDING SECURITY DEPOSIT, HOUSE MANAGER OR SECURITY PERSONNEL)

Sunday-Thursday

***Banquets/Meetings/Functions/Weddings with band/DJ and/or alcohol: \$50/Hour (4 Hour Minimum)**
***Banquets/Meetings/Functions/Weddings with NO band/DJ or alcohol: \$40/Hour (4 Hour Minimum)**
***Non-Profit (Banquets/Meetings/Functions with band/DJ and/or alcohol): \$40/Hour (4 Hour Minimum)**
***Non-Profit (Banquets/Meetings/Functions with Food/NO band/DJ or alcohol): \$35/Hour (4 Hour Minimum)**
Piano/Music Recitals: \$150

Friday, Saturday and Holidays**

***Banquets/Meetings/Functions/Weddings with band/DJ and/or alcohol: \$60/Hour (4 Hour Minimum)**
***Banquets/Meetings/Functions/Weddings with NO band/DJ or alcohol: \$50/Hour (4 Hour Minimum)**
***Non-Profit (Banquets/Meetings/Functions with band/DJ and/or alcohol): \$50/Hour (4 Hour Minimum)**
***Non-Profit (Banquets/Meetings/Functions with Food/NO band/DJ or alcohol): \$45/Hour (4 Hour Minimum)**
Piano/Music Recitals: \$150

Security Deposits:

General Public & Non Profits* (Weddings/ Banquets/Functions with bands/DJ's and/or alcohol) \$500
General Public (Events/Functions with Food, NO band/DJ and/or alcohol) \$250
Non Profits*/Piano/Music Recitals (Events/Functions with/without Food-No band/DJ/alcohol) \$100

**To obtain this discount, the event must be sponsored by a 501 (C) (3) organization, not just a participating member within such an organization. A copy of the organization's IRS tax-exempt letter must be submitted at the time a contract is created. **Holidays include: New Year's Eve, New Year's Day, MLK Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day or Veteran's Day.*

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| House Manager Rate: | \$12.00/Hour (Hours 1-8) \$18.00/Hour (Hours greater than 8) |
| HM Holiday Rate: | \$18.00/Hour (Hours 1-8) \$27.00/Hour (Hours greater than 8) |
| *Security Personnel Rate: | \$20.00/Hour/Officer required (*Required for events with Alcohol) |
| *Security Personnel Holiday Rate: | \$30.00/Hour/Officer required (*Required for events with Alcohol) |

FEE SCHEDULE: A Security Deposit is required to reserve or hold all rental dates. Reservations are NOT confirmed until this deposit is received. **The full rental fee for ALL services provided is due 14 business days before your event.** Your completed rental information page, application, rental policies agreement, noise permit (if applicable) and signed release forms relieving the Sampson Arts Council-Victor R. Small House of any liability and/or damage must be completed to confirm all dates. **The Victor R. Small House will not temporarily hold dates.**

CANCELLATIONS: All cancellations must be received in writing and must be submitted to the rental coordinator no later than 90 days prior to the event date, at which time a full refund of the deposit shall be made on the 10th of the following month. If such request is made within 90 days of the event date LESSEE shall be released from this agreement, however, **NO REFUND SHALL BE ISSUED.** The Sampson Arts Council-Victor R. Small House reserves the right to require full payment of the entire fee if less than 90 days written notification of such cancellation is given and/or in the event that facility is able to be leased space for that same date and time.

TENT FEE: \$100 fee for placing one or more tents on the property is required.

VICTOR R. SMALL HOUSE

EVENT SET-UP AND STORAGE GUIDELINES

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The following schedules apply unless prior arrangements have been made with the rental coordinator.

1. Delivery & Preparation Schedules:

- a. **Tables & Chairs and Dance Floor...**may be delivered beginning at 9:00 am on the day of your event.
- b. Setup of tables & chairs in the yard and on the porches may be started shortly thereafter.
- c. Do NOT stack tables or chairs against windows, the outside window shutters, or the porch railings under any circumstances. These items should be stacked flat on the floor.
- d. The caterer and other service providers may have access inside the house at 9:00 am. However, keep in mind that setup of tables & chairs and dance floor inside is not allowed until 9:00 am so schedule accordingly.
- e. **Tents...**a \$100 fee will be assessed to the renter for the placement of one or more tents on the grounds. The rental coordinator must be given 30 day advance notice if a tent is used. Please request a tent yard-diagram.

2. Unloading and Loading:

- a. All unloading and loading of any materials, supplies, etc. associated with an event must be made using the rear entrance of the house. NO UNLOADING OR LOADING is permitted through the front main entrance. No Exceptions.
- b. Additional street parking is available on Park Avenue. Parking also available at State Pest Control located on College Street and in the parking front parking lot to left of the Small House known. No street parking is allowed on College Street. Cars that park along College Street are subject to ticketing and/or towing.

3. Removal of Equipment:

- a. **All aforementioned event set-up equipment and material must be removed from the facility and grounds at the end of the evening. Cleaning and removal of the setup items from inside the house cannot be postponed until the next day without prior written approval from the rental coordinator.**
- b. Storage is not permitted on the porches.

4. Storage Of Equipment

- a. The Sampson Arts Council-Victor R. Small House is not responsible for any belongings or equipment left in the house or on the grounds. Anything left after 5 days is considered property of the Sampson Arts Council.

Midnight is the time at which the premises should be vacated so beverages and food must stop being served at 11pm in order to allow ample time for cleaning.)

NOTICE: Photographers are often on the premises during classes and special events to capture images for The Sampson Arts Council/Sampson Arts for its use in materials, publications, and on its website. If you prefer not to have photographs to be taken for such purposes, please notify the photographer at that time.

We appreciate your assistance in keeping the Victor R. Small House in good condition and appearance at all times.

Thank you for your cooperation!