



CAM Raleigh Rental Events

An extraordinary event requires an extraordinary space

CAM Raleigh provides beautiful event spaces that inspire: breathtaking light-filled street views and a spacious meeting room, and more. Architecture, art, and exceptional service: CAM Raleigh is the perfect place for celebrations, weddings, photo shoot, special events, or meetings. CAM Raleigh is committed to helping plan and execute your event, and catering and décor is available on-site through several of our preferred vendors.

Booking a rental and hosting an event at CAM Raleigh is easy. CAM Raleigh's Rental Events Coordinator will assist you with all of your event needs.

To book your events please contact Heather Ficquette, Rental Events Coordinator at your.event@camraleigh.org 919.413.3121.

We are able to:

- Review the particular needs and requirements of your gathering
- Supply more pictures and sample layouts of past events in a particular rental space
- Prepare a rental agreement
- Arrange the amenities available to your event
- Coordinate your event's timeframe
- Work with our preferred vendors to help prepare the layout of your event
- Direct the many details between CAM Raleigh, catering, and outside vendors
- Coordinate music and entertainment, floral and event décor, and catering
- Provide you with a list of preferred caters and décor provider
- Schedule access to CAM Raleigh by vendors involved in your event
- Be on-site for your event
- By appointment, can be on-site for your event walk-through

Among the amenities and options available to CAM Raleigh rentals:

- Access to the museum's galleries
- Security and supervision will be provided by CAM Raleigh Gallery Attendants. CAM Raleigh will provide at no extra charge Gallery Attendants for your event up to 250 attendees. Events with more than 250 attendees will be billed for extra gallery security and set-up at \$15 per hour per attendant. (1 Gallery Attendant per 100 attendees is

required.)

Most rentals at CAM Raleigh are available 7 days a week from 7 am until 11 pm

Front courtyard access for certain rentals, weather permitting

Planning Your Event is Easy at CAM Raleigh Rental Policies

Reserving Event Space

To reserve an available space at CAM Raleigh while reviewing our rental information, CAM Raleigh can place a 10-day courtesy hold if a space at CAM Raleigh is available at the time of your inquiry.

Room Rental Deposit

To officially book an event space at CAM Raleigh, a non-refundable deposit of 1/3 of the estimated rental fee is required upon signing CAM Raleigh's Rental Agreement. Upon receiving the deposit (30% of the space rental price) Jeff Yohn, Director of Development, signs the Rental Agreement as well, then emailing, faxing, or mailing a copy to you.

The remaining room rental fee balance for the space you have rented is due 30 (thirty) business days prior to the actual date of your event. Any outstanding balance for amenities will be billed after the event occurs and will be due within three working days upon receiving the bill.

Logistics Approval

CAM Raleigh must review and approve in advance all proposed logistical plans for special events, including but not limited to choice of preferred caterer, rental company, valet parking service, as well as proposed construction plans, space configuration, circulation plan, seating arrangements, lighting, décor, entertainment, and all set-up and delivery.

CAM Raleigh further reserves the right to reject any logistical plans that it deems to be hazardous or otherwise problematic to the safe and proper management of the premises.

User will ensure that all such vendors review and agree to comply with requirements imposed by CAM Raleigh.

Tent(s) on CAM Raleigh property: Permission to add tents/structures on CAM Raleigh property is granted ONLY AFTER CAM Raleigh has reviewed User's request, logistics/size/city requirements, etc. Additional fees will apply.

Contract Conditions

To ensure a quality event with the CAM Raleigh's facilities, the following practices are standard:

All set-up and decorations must be picked up at the end of the function/your event. Anything not taken or picked up will be disposed of the following day.

To protect the facility and CAM Raleigh's art exhibitions and to ensure continued availability of CAM Raleigh as an event space, we request your cooperation with the following:

No onsite ticket sales. All event tickets must be sold in advance.

Smoking is not allowed in the museum.

Helium balloons may not be used anywhere in the museum.

Attachable decorations such as banners and streamers may not be used anywhere in the museum's property.

Confetti, glitter, rice, birdseed, or loose flower petals, etc., may not be used.

Candles may be used only if the flame is contained in a votive or "hurricane."

Exceptionally loud music is not permitted and will be monitored.

No doors may be propped open.

Load-in and-out must happen through the loading dock only.

No load-in can take place during museum hours.

Event décor such as tables, chairs, bars must be positioned at least 20 feet from artworks.

Food and Beverage

Food and drink is limited to lobby, classroom, courtyard, empty galleries, and the street level gallery.

Food is restricted to the rented space.

CAM Raleigh reserves the right to discontinue the service of alcoholic beverages at any time during a function. Bar service will end one-half hour before the departure time stated on the function contract. Food must be served in conjunction with alcohol service.

Telephones

We advise you to rely on your personal (cell) phone if you expect calls during your function. Administrative offices will be closed to the public and vendors; use of office phones may be permitted only in emergencies and in the presence of a CAM Raleigh representative.

Prohibited Uses

CAM Raleigh reserves the right to deny the use or the continued use of its facilities to any person, organization, or corporation that does not comply with CAM Raleigh's policies and procedures.

The following events are not permitted at CAM Raleigh:

Alcohol-only Events

Art Displays not belonging to or approved by the CAM Raleigh

Functions on Thanksgiving Day and Christmas Day

Deliveries and Rentals

Rental equipment is subject to CAM Raleigh's approval.

Deliveries may only be made on the event date during designated hours as to not conflict with CAM Raleigh activities and operations, and must be coordinated through CAM Raleigh's Events Coordinator. CAM Raleigh reserves the right to refuse any delivery or set-up that does not arrive at the designated time on the event contract.

No doors may be propped open. Load-in and-out must happen through the West Street loading dock only.

CAM Raleigh has limited storage. All rentals and equipment must be removed as promptly as possible after the event. CAM Raleigh will not be responsible for any equipment, materials, or property left on premises by renter or their vendors unless special arrangements have been made.

CAM Raleigh can be opened earlier to accommodate event set-up/drop-offs; Time needed outside of our normal business hours will be billed at a higher cost (\$15 per Gallery Attendant).

For an added cost, CAM Raleigh can provide a basic A/V set up for an event. Additional A/V or sound equipment may be secured by the renter at their own expense.

Depending on availability, CAM Raleigh may also be able to supply video/computer equipment. These costs are additional.

Insurance

The User entering into a Rental Agreement to host an event at CAM Raleigh must maintain a general liability policy or obtain a "rider" while present at the museum for the particular date of the event. This is to protect both the museum and the User in the case of damages or injury during the event.

After Museum Hours/Event Parking

Parking is available at several downtown parking lots at a fee and some street parking can be found. You can also arrange for valet parking.

CAM Raleigh Image Usage

CAM Raleigh must approve any image of CAM Raleigh.

All printed materials for an event in the form of invitations, programs, posters, promotional materials, and sample text, must be submitted to the museum event planner for approval. Final copies of all printed event materials must be given to the CAM event coordinator prior to full printing and production.

Cancellation

Cancellation of the event by the User within ninety (90) days of the scheduled event will result in forfeiture of all fees and deposits paid and must be done in writing. For more than ninety (90) days notice, all fees will be refunded except for the non-refundable deposit.

The Museum reserves the right to cancel an event if the facilities are, in the sole judgment of an authorized museum official, rendered unsuitable for the event due to fire or other calamity, and act of God, an act of nature, labor dispute, notice of violations by any city, county, or other government agency, or any other occurrences beyond the control of CAM Raleigh. In the event of such cancellation, User will not be liable for payment of fees for cancelled programs, nor will CAM Raleigh have any further liability or obligations with regard to said canceled events. Should such action be deemed necessary, the CAM Raleigh guarantees that it will offer suitable time(s) for re-scheduling.

Special event rentals are only available to museum members at the \$500 Art Advocate level or higher.

Regulations Compliance

Failure to comply with any of these regulations can result in event cancellation by CAM Raleigh. I have read the policies for special events and hereby agree to abide by the regulations set forth.

User (please print) _____ Date _____

Signature _____

Credit Card Information

Address: _____ City: _____

State: _____ Zip: _____

Name on Card: _____

Card Type: _____

Credit Card#: _____ Exp.: _____

CSC: _____