



**CHILDREN'S
MUSEUM**
— OF VIRGINIA —
PORTSMOUTH

Facility Rental Fees

Rental of the entire facility is available or any combination of smaller spaces. A kitchen area is available on the first floor that has a large restaurant style refrigerator and three- compartment sink. There is ample counter space for food preparations. This kitchen has an outside entrance.

There is also a small kitchen area on the second floor with a stove, microwave and refrigerator.

The museum has two elevators and a loading dock with a roll-up door.

The second floor can accommodate approximately 270 for a sit-down event. Approximately 750 can be accommodated in the building for a stand-up reception.

The minimum rental time is three hours. Additional hours are charged per hour.

The museum will arrange for security and custodial services. The cost will be estimated as part of your rental fee. If there are additional fees, they will be billed after the event.

Orientation rooms and classrooms all have counter space and sinks.

Museum members at the Visionary Level are entitled to a 10% discount on room rentals.

Facility:

_____ Entire museum	Three-hour minimum	\$2,000.00
	Additional hours, each	350.00
_____ First floor	Three-hour minimum	\$900.00
	Additional hours, each	200.00
_____ Second Floor	Three-hour minimum	\$1,200.00
	Additional hours, each	250.00
_____ Orientation Room	Three-hour minimum	300.00
	Additional hours, each	50.00
_____ Second Floor Classroom	Three-hour minimum	\$250.00
	Additional hours, each	75.00
_____ 1 Side-Art Classroom	Three-hour minimum	\$200.00
	Additional hours, each	50.00
_____ Both Sides Art Classroom	Three-hour minimum	\$250.00
	Additional hours, each	75.00

Total Rental Fee

Other Costs:

Custodial, Porter Service	\$25.00 per hour
Post Event Cleaning	\$100.00 per hour
Museum Supervisor	\$35.00 per hour
Museum Staff	\$22.00 per hour
Security	\$35.00 per hour

Total Estimated Staff Costs

Total Rental Fee and Estimated Staff Costs

Less 25 % deposit

Estimated Remaining Fee

Damage Deposit

To be returned at the end of the event. Renters will be billed for all damages.

November 2013