



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

GENERAL EVENT POLICIES, GUIDELINE AND PROCEDURES

Thank you for inquiring about reserving a date for your function at the Children's Museum of Virginia. This packet contains information that you will need in order to make an informed decision regarding your event. If you would like to take a tour of the facility or have questions, please contact:

Nancy Perry, Director of Museums
757-393-5258
perryn@portsmouthva.gov

At A Glance

- A deposit of 25% is required to secure your event on our calendar.
- A second payment of 25% is due 60 days prior to your event.
- Final payment is due two weeks prior to your event.
- If it is necessary to cancel your event, a full refund of your deposit will be made up to 60 days prior to the event. After that time, your deposit will be forfeited. If your event is cancelled two weeks, or less, prior to the event, 50% of the assessed cost of the event will be forfeited.
- Additional charges will be billed at the end of the event.
- A certificate of insurance naming the City of Portsmouth - Children's Museum of Virginia is required in the amount of One (1) Million dollars.

- Each party agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims.
- The museum closes at 5:00 p.m. daily at which time you may start setting up for your event. The caterer may arrive as early as 3:00 p.m. and begin food preparations in the kitchen area.
- There is a 3-hour minimum rental period that may be extended by 1-hour increments at an additional charge.
- Decorations are not provided for your event. Candles are prohibited but commercially available “Sterno” warmers may be used. No decorations may be affixed to the walls or exhibits.
- No smoking is allowed in the building.
- Alcohol is permitted in the museum but you or your caterer must obtain the necessary ABC license and post it during the event. Red wine is not permitted and no alcohol may be consumed outside the building.
- A suggested list of caterers has been provided in this package. If you obtain your own caterer, they must have a current Health Certificate.
- The museum has a limited number of chairs and tables that may be reserved but we recommend contacting an event or equipment rental firm for linens and other options for tables and or chairs.
- All rental equipment must be delivered on the date of the event, as there is no storage space on site. On the first workday after the event all rental equipment must be removed from the premises prior to the opening of the museum.
- If live music will be used, a representative from the group must meet with the site manager at the museum a minimum of two weeks prior to the event.
- All caterers will be responsible for reviewing and signing the *Guidelines for Caterers*.

➤ Included in this package are the following documents:

Facility Use Application
Facility Rental Fees
Guidelines for Caterers
Guidelines for Renters
Equipment Use Request Form
Suggested List of Vendors

The staff of the Children's Museum of Virginia hopes that you decide to hold your event at our museum.

Feb 2011