



CHILDREN'S
MUSEUM
— OF VIRGINIA —
PORTSMOUTH

General Policies and Procedures for After-Hour Events

The Children's Museum of Virginia is one of five city operated museums in the City of Portsmouth. The Children's Museum of Virginia encourages imagination, questioning and a lifelong love of learning by providing fun, dynamic interactive and educational exhibits, events and programs. The museum opens its' facility for meetings and after hour functions, based on availability.

General Policies:

- Smoking is prohibited in all areas of the Museum.
- Alcohol is permitted in the Museum but the renter or the caterer must obtain the necessary ABC (liquor) license and post it during the event. Red wine is not permitted on the second floor but may be consumed on the first floor.
- All alcohol must be consumed in the building.
- We offer names and contact information of preferred caterers upon request.
- Prior to the event, the Museum must review and approve furniture arrangements, entertainment, and vendor services.

Reservations and Booking:

In order to reserve a space for an after hour event, the event information form must be completed and submitted to the address listed at the end of these guidelines. The date will be held for up to two weeks but cannot be held longer without the signed form, security deposit and reservation deposit. Upon receipt of these items the event date will be confirmed. The Museum accepts credit cards, cash and personal checks as a forms of payment.

All fees must be paid in a timely fashion with the final payment being due two (2) weeks prior to the event. If the final payment is not received on time, the Museum will not allow the event to take place and any previous payment and security deposits will be forfeited.

If it is necessary to cancel your event, a full refund of your deposits will be made up to sixty (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.

The security deposit will be refunded by check, mailed to the address provided in the Event Information Form two weeks following the event provided all payments have been made and all the guidelines have been met.

Museum after-hour events are reserved for a three-hour time frame with an hour allowed for set-up and an hour allowed for break-down. Additional time must be paid for in advance or will be billed if the day-of-event times are exceeded.

Logistics:

- The museum has ten 60" round, fifteen 6' foot rectangle tables and 150 black folding chairs that the renter can use at no additional cost.
- Museum staff will assist the caterer with all set-up and break-down of all **Museum provided furniture.**
- The Museum closes at 5:00 p.m. daily, at which time the renter/caterer may start setting up for the event. The caterer may arrive as early as 3:00 p.m. and begin the food preparations in the kitchen area.
- The kitchen area has a large warming oven, microwave, refrigerator, sinks and a small ice machine available for the caterers use.
- The renter is responsible for the coordination of all rental and decorative items that are to be delivered and picked up.
- Storage for any rental items is not available until 9:00 a.m. the day of the event and all pick up must occur by 9:00 a.m. the following day. The Museum will not be responsible for gifts, personal property or any equipment or supplies belonging to the renter or other vendors.
- Live flame candles are prohibited inside the building. In addition, nails, staples or tape of any kind may not be used to attach items to the walls or ceilings. Confetti, glitter, birdseed, rice, smoke and fog are also prohibited.
- All permanent Museum signage and exhibits must remain in place and may not be moved..
- If a D.J./music group/band will be performing at the event, a representative of the group must schedule a meeting for a site visit at least thirty (30) days prior to the event.
- In this packet are *Guidelines for Caterers*. It is the responsibility of the renter to provide the guidelines to the caterer. It must be signed and returned sixty (60) days prior to the event.
- All after-hour events must have a walk-through scheduled at least thirty (30) days prior to the event to finalize details.

Catering Guidelines:

- Access to unload is via King Street. There is a roll-up door that can be used for large items. All other items should be taken into the service kitchen whose entrance is on Middle Street Mall.
- Caterers should park in the County Street garage. Parking is free on weekends, holidays and after 6:00 p.m. on week nights.

- The kitchen has adequate counter space to prepare plated foods. There is a large restaurant-style refrigerator/freezer, small icemaker, large warming oven, and a 3-compartment restaurant-style sink.
- Caterers are expected to bring their own brooms, trash bags and cleaning supplies, for the clean-up at the end of the event.
- Cooking in the exhibit spaces is prohibited. Chafing dishes with “Sterno” inserts are permitted. Open flame candles are prohibited.
- An alcoholic beverage (ABC) license is required for all events serving alcohol. This must be displayed at the bars. It is the responsibility of the renter and/or the caterer to obtain this license. White wine, beer and mixed drinks are permissible throughout the building. Red wine is only allowed on the first floor.
- A last call must be announced at least forty-five (45) minutes prior to the end of the event and all alcohol service must end thirty (30) minutes prior to the end of the event time. This means the bar staff must stop serving all guests, no exceptions.
- Clean up and removal of all trash, decorations, and floral arrangements is the sole responsibility of the client and/or client’s vendors. The inside Museum trash containers must be left empty. The outdoor, large black containers may be used by the caterer as well as the blue recycling containers.
- At the end of the evening, a post-event inspection will take place with the Museum’s on-site supervisor and the renter or their designated representative. At that time all floors should have been swept, all surfaces in the kitchen cleaned including the sink. Any floor spills must have been cleaned, trash and leftover food removed.

Insurance:

The Applicant must provide a *Certificate of Insurance* at all times during the event at its sole expense, commercial general liability insurance to include public liability coverage (and liquor liability if applicable) apply to the use and occupancy of the premises from an insurer acceptable to the city, licensed and authorized to do business in the Commonwealth of Virginia. Such insurance shall have a minimum Combined Single Limit Liability of at least One Million Dollars (\$1,000,000.00) per occurrence.

All policies shall be written to apply to all bodily injury, property damage, and personal injury and shall be endorsed to include additional insured (note the specific language below must appear on the certificate):

The City of Portsmouth, including its elected and appointed officials, employees, and volunteers shall be named as an additional insured and the required insurance coverage shall be primary coverage and provide contractual liability coverage. The Applicant shall immediately provide notice of cancellation or non-renewal of insurance to the City of Portsmouth in writing upon being notified of said cancellation or non-

renewal by the insured. In the event of cancellation, the Applicant shall promptly provide replacement insurance naming the City as an Additional Insured.

The certificate with the above language must be received no later than 30 days prior to the event.

Security:

The Museum will arrange security for your event. These costs have been calculated into the cost of your function.

Staffing:

The Museum will provide custodial service, a supervisor, and staffing based on the size of the event which is calculated in the cost of your function.

I have read and agree to the General Policies and Procedures for After-Hour Events that are contained in this document.

(Signature of Renter)

(Date)

(Signature of Museum Representative)

(Date)

For Questions or to Schedule an Appointment

Contact:

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