



CHILDREN'S
MUSEUM
— OF VIRGINIA —
PORTSMOUTH

Guidelines for Caterers:

The renter is responsible for furnishing the caterer with a copy of these guidelines. One copy, signed by both the renter and the caterer should be returned to the address listed below sixty (60) days prior to the event.

Caterers must make an appointment to visit the site at least forty-five (45) days prior to the event and provide a plan at least thirty (30) days in advance of all furniture arrangements and location of any entertainment.

- 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.
- 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 food preparations in the kitchen area.
- 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.
- 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.
- Caterers are expected to bring their own brooms, trash bags and cleaning supplies.
- Cooking in the exhibit spaces is prohibited. Chafing dishes with “Sterno” inserts are permitted. Open flame candles are not permitted.
- 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 responsibility of the client and/or client's vendors. Caterers are expected to bring their own brooms, trash bags, and cleaning supplied. The inside Museum trash containers must be left empty. All trashy must be removed from the premises.
- 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.

I have read and agree to the Guidelines for Caterers.

(Signature of Renter)

(Date)

(Signature of Caterer)

(Date)

For Questions or to Schedule an Appointment

Contact:

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