



THE AMERICAN
CIVIL WAR CENTER
At Historic Tredegar

Site Rental Policy

Alcoholic Beverages

The Lessee is not permitted to bring alcohol. Alcoholic beverage service must be handled by the Center's exclusive vendor, Culinary Connection, in accordance with A.B.C. laws. The Lessee is responsible for assuring the legal drinking age of its employees and guests (check IDs and provide bracelets). All beverages are prohibited in the exhibit galleries.

Animals

With the exception of personal-assistance animals, animals are not permitted in the museum.

Balloons

No helium balloons or other inflatable items that could rise to the ceiling are allowed in the buildings.

Banners/Hanging Items

Event-related banners may be hung only with prior approval from the Center. Banners that cannot be hung safely and without causing damage to Center property may not be used.

Billing

A \$500 non-refundable deposit is required with a signed Agreement. The balance due on the contract is to be paid at the time of the event. Any other charges incurred during the event will be billed to the Lessee.

Cancellation

Lessee must notify the Center and Culinary Connection of event cancellation as soon as possible. The \$500 deposit is non-refundable.

Catering

Food is prohibited in the exhibit galleries. The Center's preferred vendor, Culinary Connection, must provide and serve any alcohol on Center property.

490 Tredegar Street Richmond Virginia 23219 Tel: 804.780.1865 Fax: 804.780.0264 www.tredegar.org

Children

Children must remain under the direct supervision of an adult at all times.

Clean-up

Lessee is responsible for general trash removal at the end of the event. In the case of excessive trash, a fee equal to the amount of the clean-up, repair, or replacement or \$1,000, whichever is greater, will be added to the final invoice. No items may be stored overnight. All left-over decorations and other items will be regarded as trash. Food and drink trash will be collected and removed by the caterer immediately at the close of the event.

Cooking

Absolutely no cooking or cooking stations are allowed in the buildings.

Date Confirmation

A signed Site Rental Agreement and a \$500 non-refundable deposit are required to confirm the event date. The Agreement and deposit are due no later than three months prior to the event date. Until a deposit and signed Agreement are received, the hold will be regarded as tentative.

Decorations

Items such as glitter, confetti, and streamers are not allowed in the buildings or on the Center grounds. Helium balloons are allowed on the exterior grounds only and must be removed at close of event. Candles are also not permitted on the Center grounds at all. Should clean-up of these items be necessary, a fee equal to the amount of the clean-up, repair, or replacement or \$1,000, whichever is greater, will be added to the final invoice.

Decorator Services

The Center provides no decorator services (table skirts, backdrops, etc.). Outside decorating companies may be used with prior coordination with Culinary Connection. All arrangements must be approved by Center staff. No set-up/tear-down will be allowed during normal Museum hours (9 a.m.-5 p.m.) without prior consent of Center staff.

Delivery

The Museum will not accept any freight or other delivered items on behalf of the Lessee. Items may not be delivered prior to the contracted event date.

Equipment/Supplies

Audio-visual equipment, tables, seating, tents and other equipment must be handled by the lessee. For food service table and chairs, bars, etc., contact the Center's preferred vendor. No client, guest, or vendor may move equipment, exhibits, cases, or other property belonging to the Center. The Lessee or vendor must provide their own dollies, carts, etc., for loading and unloading. **No vehicles of any kind are allowed on the Bluestone courtyard. Only dollies and hand carts can be used to transport materials onto the Bluestone courtyard.**

Event Information

The Center is not responsible for providing event information to the public. A telephone number for your organization should be included on all of your event promotions.

Fireworks

The use of sparklers, fireworks, or any other incendiary item is not permitted.

Fundraisers

All fundraising events must be by invitation only and have prior approval as such from the Center. The Center reserves the right to refuse fundraisers for any group that discriminates on the basis of race, color, ethnicity, gender, age, religion, or disability. All media promotions or public notices for fundraising events must be approved by the Center prior to release.

Insurance

Your group must provide the Center with a certificate of liability insurance in the amount of \$1 million dollars indemnifying New Market Corporation, the American Civil War Center at Historic Tredegar, and the United States of America, National Park Service. Said certificate must be provided to the Center one week prior to the event.

Illegal Substances

The Center will not tolerate the use of illegal substances on the property. The Center reserves the right to call upon the proper legal authorities if any guests are found participating in such activity.

Invitations

Invitations for non-Center sponsored events may not use the name of the Center except as the designated location of the event. A Lessee may not use the name or likeness of the Center to promote any event.

Media

All event-related media promotions must be approved by the Center. Use of the Center's name to promote, advertise, or sell tickets to an event (other than as the location of the event) is prohibited unless the event is expressly hosted or sponsored by the Center. The Center must review all promotional copy before its release. On-site media coverage of an event must be approved by the Center in advance.

Messages

The Center is not responsible for taking messages for event attendees. A telephone number for your organization should be included on all of your event promotions.

Music/Entertainment

The Center will not provide equipment or any set-up of equipment for music or DJs. The Center reserves the right to prohibit any equipment that is deemed inappropriate.

Noise

During normal Center hours, it is the responsibility of the Lessee to maintain a noise level respectful of Center visitors.

Overtime Policy

An hourly charge of \$300.00 will be added to the final bill for every hour or portion thereof after the contracted end time of the event. Late-night events must conclude by 11 p.m. One hour will be allowed for move-out.

Parking

Gates to the parking lot will be open during event hours but will not be manned by the Center. All vehicles must be parked in the Center parking lot.

Photography and Videotaping

Objects on exhibit may not be photographed or filmed without permission of the Center and the owner. To request permission, call the Curator at (804) 780-1865 x20, Monday-Friday, 8:30 a.m. to 4:30 p.m.

Plants

Living plants or fresh flowers must be delivered and removed the same day and must come from a florist. No flowers from home gardens are allowed. Plants are not permitted in the buildings.

Posters/Signage

Posters and signs are to be mounted on easels or other individual displays. They may not be affixed in any way to Center property.

Payment

Personal checks, company checks, MasterCard and Visa are accepted. All checks shall be made out to the American Civil War Center. There will be a \$30.00 service charge for all returned checks.

Security

The Center cannot supply security officers for rental events. The Center is not liable for any loss, theft, or vandalism that occurs during Lessee's rental of the facility.

Smoking

Smoking is not permitted in any building. Ashtrays may be provided in outdoor rental spaces through prior arrangement with event staff.

Staffing

Full access to the Museum is available for our customary rate of \$4.00 per person. This service is subject to availability and requires at least four weeks' notice. The function of Center staff is to provide security for Center property, collections, and facilities. They are not retained to serve food, provide childcare, nor to provide set-up or clean-up outside the contracted period.

Tentative Holds

A tentative hold may be placed by submitting a written request to Culinary Connection, indicating the date, time, nature of, and estimated attendance at the event. The hold must be confirmed with the deposit and signed Agreement no later than three months before the event date. If another party is interested in a tentative date, the current holder will have 2 full business days from contact to submit the deposit and signed Agreement; otherwise, the tentative hold will be released on the third business day.

Wedding Receptions

Birdseed, bubbles, rice and confetti are not permitted for bridal departures or other decoration. Acceptable alternatives include rose petals and rosemary.

3/2009