



## Jamestown-Yorktown Foundation PRIVATE EVENT RENTAL - USER GUIDELINES

The Jamestown-Yorktown Foundation (JYF) welcomes groups for private events year round. Events which are prohibited by or antithetical to the laws of the Commonwealth or the United States; events which are, or are promoted as general admission with on-site ticket sales; events which provide, or are designed to provide, a public forum and events with political affiliation. All event are subject to JYF museums management approval. Other restrictions may apply.

### Limitations

- All events must be confined to the space approved and outlined in the Event Memorandum of Agreement. Under no circumstances will museum exhibits be moved or altered to accommodate event set-up.
- Charter boat access is prohibited
- Access to ships not permitted after dark.
- Ceremonies are permitted with some restrictions in Paspahegh Town.
- Bands/DJs and dancing are not permitted in galleries, second floor of Jamestown Settlement rotunda. Some restrictions apply in interpretive areas.
- Food and beverages are prohibited in galleries. Other areas may have restrictions.
- Alcohol is not permitted in public/non-retail areas during operating hours.
- At no time will caterers, bands, vehicles, or non-Foundation crews block access on or through service roads or public streets.
- Use of candles and open cooking indoors is prohibited. Canned heat can be used with restrictions.
- No facilities for cooking or chilling are available. Grills, barbecues, open fires torches, or other devices determined by JYF to be a fire hazard will not be allowed.

### General

- **ALL questions and requests, before, during and after events, must be addressed to the Jamestown-Yorktown Foundation event coordinator.**
- One client contact person must be assigned for the event.
- Weddings require a professional planner. Changing rooms available for an extra fee.
- Set-up in public, visitor accessible areas can begin one hour before museum closes.
- The user shall arrange for the provision of all personnel, food, beverage, linens, tableware, flowers, furniture (tables/chairs, etc.), lighting and other equipment/accoutrements as needed. Some rentals are available through JYF.
- Signage and decorations:
  - Signage outside of the museum should be kept to a minimum, installed during event setup.
  - Decorations, banners or signs may not be affixed to museum walls, windows or other surfaces in any way.
  - No birdseed, balloons, confetti, rice, silly string, glitter or sparklers are allowed in the facility.

## Licenses and Insurance

- **USE AGREEMENT IS A REVOCABLE LICENSE / USER ACCEPTS RISK OF INJURY** Clients voluntarily assume all risk of property loss and personal injury, whether occurring prior to, during or after the same, and agrees that management is not responsible. Management may revoke the license and eject or refuse entry to the holder for violation of rules, illegal activity or misconduct at or on any and all of the participating sites. The client and guests expressly are prohibited from bringing and/or using skateboards or skates, weapons, chemicals, explosives, lasers, or any hazardous materials of any kind into our facilities and outdoor areas. Photography and recording prohibited in some areas of the galleries.
- Caterer **MUST** have a valid Retail Mixed Beverage Caterer's License and meet all ABC regulations. Caterer is obligated under ABC Code to notify ABC of the time, specific location at our site and other information concerning the event and have the license **AT THE EVENT**. Liquor liability is required and they must provide a certificate with a minimum of \$1,000,000 coverage seven (7) days prior to the event, OR Event sponsor (NOT caterer) must obtain a Banquet License for the event and comply with all ABC regulations.
- All users /vendors/entities must provide a Certificate of Insurance issued by an agency who is authorized to provide insurance in the Commonwealth of Virginia (7) days prior to the event with the following coverage:
  - General Liability of at least \$1,000,000.00
  - Auto Liability of at least \$1,000,000.00
  - Workers Compensation of at least \$500,000.00
  - Liquor Liability of at least \$1,000,000.00 (This for event sponsors/vendors serving alcohol)
  - List Jamestown-Yorktown Foundation; Jamestown-Yorktown Foundation, Inc; Jamestown-Yorktown Educational Trust; and Jamestown Yorktown Foundation Commemorations (VA250), as additional insured on the COI

## Site/Facility

- Use of outdoor areas will be affected by inclement weather, contingency plan required.
- Fixed or semi-fixed furnishings will not be moved.
- All trash, debris, tables, chairs and equipment and unused supplies **must be removed** from all public, visitor accessible areas, at the conclusion of the event. Site must be cleared by 12 midnight, or an hourly charge will apply. Catering kitchen and any staging area must be cleaned, or cleaning fee will be assessed and billed to the user within thirty (30) days.

## Fees

- Deposit of 50% of total fee is required within 10 days of receipt of signed contract. Notice of cancellation of event must be given in writing fourteen (14) working days prior to event if deposit (minus 10%) is to be refunded.
- Balance of fee is due a minimum of fourteen (14) days before event.
- The cost of repairing any damage or replacing lost equipment will be billed to the user within thirty (30) days.

## Catering/Rentals

- All caterers, bands, non-Foundation set-up crews, etc., must visit the site at least 30 days prior to the event to review available electrical and water hook-ups, lighting, and set-up plan. Second visit may be required. **Event will be cancelled by JYF if site visit is not completed 30 days prior to event; deposit minus 10% will be returned.**
- Caterer MUST have a valid Retail Mixed Beverage Caterer's License and COI. Refer to Licenses and Insurance above.
- Catering kitchens may be available for events based on location.
- Personal items belonging to the caterer may be left at the site only with prior approval from the Foundation's event coordinator. Items are left at the user's risk and must be removed from JYF property on the first business day following the event.
- Catering staff must not appear in costume.
- Staff, caterers, movers, etc. will be responsible for damage to any of the facilities.
- Catering and staff vehicles must park in designated areas, not in front of the museums or near guest entrance.
- Event staff/staging/preparation cooking should be tented or out of public and guest view.
- Pre and Post event site review required to assess any damage

## Tents and Rental Equipment

- User to provide event coordinator for facilities management, Jamestown-Yorktown Foundation, with completed Tent/Stage/Ramp/Platform Permit Application thirty (30)-days prior to event to allow JYF adequate time to obtain necessary permits from Bureau of Capital Outlay Management. User responsible for providing required fire/safety equipment. Permit fees may apply.
- Construction of commercial tent and staging/platform is allowable 24 hours before event to ensure adequate time for inspection by state or local officials.
- All tents/stages/ramps/platforms must comply with all Commonwealth of Virginia and Jamestown-Yorktown Foundation requirements. Ramps are required for stages.
- Delivery, storage, set-up and pick-up of tables, chairs, and other event-related equipment and accoutrements must be arranged with the event coordinator. Jamestown-Yorktown Foundation staff **will not sign for rental equipment deliveries**. Storage of equipment is permitted with prior approval of the event coordinator. Equipment is stored at the users' risk.