



# Danville Museum of Fine Arts and History

975 Main Street Danville, VA 24541

## **FACILITIES RENTAL POLICIES AND PROCEDURES**

### **AVAILABILITY**

The Museum's Auditorium and Lawn are generally available for rent during or after normal business hours. Consideration of each request is based upon the timing of the event in relation to the Museum's activities and current availability. It is recommended that you reserve your rental at least two months in advance. Rental reservations will be accepted as early as six months from the event date.

The Auditorium and Lawn may be used for cocktail receptions, dinners, meetings, presentations, corporate events, weddings, wedding receptions, and other approved events. The Danville Museum of Fine Arts and History (DMFAH) is unable to rent facilities for political events, events endorsing a candidate actively running for public office, campaigning purposes, and fundraising events for other organizations.

Use of the Museum facilities for events involving admission fees, raffles, contributions, tickets, or fundraising of any kind is not permitted except for events co-sponsored with the Museum.

DMFAH reserves the right to refuse rentals based on availability, safety, or inappropriateness of the proposed event as it pertains to the Museum's overall mission or standards of quality as determined by DMFAH representatives. Any exceptions will be considered on a case-by-case basis.

### **SCHEDULING**

To schedule an event, please complete DMFAH's Rental Request Form at [www.danvillemuseum.org](http://www.danvillemuseum.org) or contact the museum at 434-793-5644. A request for an event reservation does not guarantee availability. If the requested date is available, the DMFAH staff will place a tentative, two-week hold on that date. If this date is not confirmed within the two-week period by a deposit and signed contract the date will be released. All events are scheduled at the discretion of DMFAH staff.

Spaces are available for rentals beginning at 10:00 am until 12:00 Midnight. No rental shall extend after 12:00 Midnight including necessary clean up and take down time. Any rental that extends beyond 12:00 Midnight will result in additional fees.

### **CANCELLATIONS AND CHANGES**

To accommodate a change of date or time, a written request must be received by DMFAH at least 10 days prior to the event. Cancellations 10 days or fewer prior to the event will result in forfeiture of the deposit. DMFAH reserves the right to cancel an event should the Renter fail to comply with any of the provisions contained in the Facility Rental Policies and Procedures or the Facility Rental Contract.

## **PUBLIC RELATIONS**

Except to indicate the location of the event, the Renter shall not use the name or logo of DMFAH to promote the event without the written consent of DMFAH. DMFAH does not provide mailing lists, marketing, or publicity for events.

## **LIABILITY**

The Renter agrees to save, defend, and hold harmless DMFAH and its agents/employees for any and all claims for damage or injury, including death and property damages arising from Renter's use or occupancy of DMFAH property or any activity conducted by Renter on that property.

## **INSURANCE**

The Museum requires that the Renter has and provides proof of Special Event General Liability Insurance in the amount of \$1,000,000.00. The policy must name The Danville Museum of Fine Arts and History as an additional insured party.

## **DAMAGE POLICY**

The Renter will not injure, deface, change, or alter the premises or any items contained in DMFAH and shall not cause or permit anything to be done that may damage DMFAH or any of its contents.

Renter is responsible for any damage or loss resulting from the event. In the event of damage resulting from an event to the facility, artwork, or grounds, the Museum reserves the right to charge a fee to the card on file following the event to cover damages. This provision is not meant to constitute the only remedy to the Museum.

## **PROHIBITED IN THE MUSEUM**

- The use of candles, incense, sparklers, and other open flame devices such as lamps and lanterns, is not permitted on DMFAH property.
- No grills, fryers, skillets, or deep-frying equipment may be used on DMFAH premises.
- Smoking, vapes, and E-cigarettes are not permitted on DMFAH property.
- No illegal drug use permitted on DMFAH property.
- No confetti, glitter, rice, bubbles, or fog machines are allowed on DMFAH's property.
- It is strictly prohibited for the Renter to move, alter, or obscure DMFAH property in any way.
- All decorations must be free standing.
- No decorations may be attached to the walls, floors, railings, windows or doors.
- No wall hangers or nail holes in walls allowed.

## **STAFFING AND SECURITY**

For the safety of DMFAH Collections and for assistance with the event, one member of DMFAH's staff will be present for the duration of the event. If the attendee count exceeds 75, additional staff will be required.

## **SET UP AND TAKE DOWN**

DMFAH is not responsible for set-up or break-down of chairs and tables for rental events. A member of the DMFAH staff will be present to assist the Renter with any questions or issues and for safety and security reasons.

Please allow for appropriate setup and take-down times. Set-up cannot begin prior to 10:00 a.m. unless approved beforehand. All take down and clean up must be completed by 12:00 Midnight. Failure for take down and clean-up to be completed by 12:00 Midnight will result in overtime fees.

### **EVENT LAYOUT**

Especially for weddings, an event layout should be prepared by the Renter and submitted to DMFAH for staff approval. The event layout must include all furnishings and equipment used for the event (tables, chairs, and serving stations/bars, etc.). The event layout must be planned 30 days prior to your event and given final approval by DMFAH administrative staff.

### **FOOD AND CATERING**

- Cooking cannot be done on the premises. The museum kitchen is for reheating and warming purposes only.
- Caterers must be licensed and insured with the City of Danville and the State of Virginia.
- Copies of the license and insurance documents must be submitted before the event. Failure to do so will result in the event cancellation.
- No food or drink is allowed in the museum galleries.

### **ALCOHOLIC BEVERAGES**

- The host is responsible for obtaining a proper ABC license for events serving alcohol. A copy must be submitted no later than 14 days prior to the event. Failure to do so will result in the event cancellation. (As per Virginia law, ABC licenses are issued to the specific organization responsible for the event and alcohol service. The license holder must be the one in charge of the event and alcohol).
- DMFAH reserves the right to determine the areas where alcoholic beverage service is permitted.
- Alcoholic beverages service must be provided through a licensed vendor and served by a trained bartender.
- The general sobriety of guests is the responsibility of the Renter. Public intoxication or other disorderly conduct is not allowed.

### **VENDORS**

Vendors, including food trucks, should be in compliance with federal, state, and local licenses, permits, and must hold proper insurance. Licenses and permits must be provided upon request.

### **DELIVERIES**

DMFAH staff cannot accept deliveries on behalf of the Renter. All deliveries, including catered food, must be scheduled in advance by the Renter. A designated individual must be determined to accept deliveries. The designated individual for your rental event will need to be present during the

### **CLEAN UP REQUIREMENTS**

- All decorations, food, and equipment must be removed on the day of the event.
- Renter must leave the auditorium and/or lawn as it was found.
- The museum space, including the kitchen, must be left as it was found. The kitchen must be clean and cleared of all food, dishes, etc.

- All trash must be placed in trash bags and placed in the museum's outside trash bins
- For outside events, the renter must return all tables, tents, and chairs to the storage area inside of the museum, unless additional museum staff is secured, or other arrangements are made.
- It is the Renters responsibility to schedule pick up of items with vendors. DMFAH does not coordinate the receiving or returning of rented or purchased items and does not assist with moving items. If any vendor fails to pick up items after an event, it is the Renter's responsibility to move all items out of the building.
- Failure to remove all decorations, food, and equipment will result in additional fees to the Renter.

## **RECAP OF RENTER AND MUSEUM STAFF RESPONSIBILITIES**

### **Renter**

- The Renter is required to set up tables, chairs, and tents for events, unless other arrangements are made.
- Renter must leave the auditorium and/or lawn as it was found.
- The museum space, including the kitchen, must be left as it was found. The kitchen must be clean and cleared of all food, dishes, etc.
- All trash must be placed in trash bags and placed in the museum's outside trash bins.
- For outside events, the renter must return all tables, tents, and chairs to the storage area inside of the museum, unless additional museum staff is secured, or other arrangements are made.

### **Museum Staff**

- At least one dedicated Museum staff person will be on the premises for the duration of the event for assistance and security. Additional museum staff is necessary for events that exceed 75 guests.
- Museum staff will set up audiovisual equipment, if necessary

## **RENTAL ROOMS/AREAS DESCRIPTION**

### **Auditorium**

Approximately 1300 square feet, with a stage, 15' 8" deep. The stage has track lighting, and a wooden floor. There is a grand piano on the stage. The main area has dimmable lighting and a carpeted floor. The kitchen is equipped with a warming oven, microwave, dishwasher, refrigerator and sinks.

### **Auditorium Capacity**

Event with Regular Tables: 85

Reception with small or limited tables: 150

Seated theater style: 150

### **Lawn**

Varies depending on event.

## RENTAL COSTS

|                                                                                                                                                                                                                                                                                                       | Non-Profit Rate | Regular Rate   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|
| Rate during the museum's regular working hours (10 a.m.- 4 p.m.).                                                                                                                                                                                                                                     | \$45 per hour   | \$250 per hour |
| Rate outside of the museum's regular working hours                                                                                                                                                                                                                                                    | \$60 per hour   | \$275 per hour |
| Security Deposit<br>*Returned within 10 days of event if not forfeited.                                                                                                                                                                                                                               | \$100 total     | \$200 total    |
| Included in Rental <ul style="list-style-type: none"> <li>• Warming Kitchen</li> <li>• Tables, Chairs, and Chair covers</li> <li>• Audiovisual equipment includes projector, screen and speakers. <b>Please discuss with museum staff of your needs to ensure expectations can be met.</b></li> </ul> |                 |                |

## SUPPLEMENTAL COSTS for Both Non-Profit and Regular Rates

|                                  |                         |
|----------------------------------|-------------------------|
| Additional Staff if 75+ attendee | \$20 per staff per hour |
| Piano Rental                     | \$50                    |
| Tent Rental (12'x12')            | \$20 per tent           |
| Tablecloths                      | \$10 per tablecloth     |



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|               |  |
|---------------|--|
| Rental Fee    |  |
| Deposit       |  |
| Payment Rec'd |  |
| Balance       |  |
| Due Renter    |  |

## FACILITY RENTAL CONTRACT

**Date and Time of Rental:** \_\_\_\_\_

**Renter:** \_\_\_\_\_

**Non-Profit** (Provide copy of IRS status): \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Nature of Event:** \_\_\_\_\_

**Number of Guests:** \_\_\_\_\_ (75+ requires additional onsite museum staff)

| Item                                                    | Number | Costs |
|---------------------------------------------------------|--------|-------|
| Hours within museum's normal open times                 |        |       |
| Hours outside museum's normal open times                |        |       |
| Additional Staff (75+ guests - \$20 per staff per hour) |        |       |
| Piano (\$50)                                            |        |       |
| Tablecloths (\$10 per)                                  |        |       |
| Tent(s) (\$20 per)                                      |        |       |
| Other:                                                  |        |       |
| <b>TOTAL RENTAL FEE</b>                                 |        |       |
| Due by:                                                 |        |       |
| <b>Deposit</b>                                          |        |       |

Security and Damages Deposit returned within 30 days after event if not forfeited.

The deposit is forfeited if:

- The event is cancelled 10 days or fewer prior to the event
- Any damages occur to the rental spaces or museum
- The proper cleaning is not completed

I have read and agree to the terms and conditions stated in the Danville Museum of Fine Arts and History Facility Rental Policies and Procedures and the Facility Rental Fees.

Renter Signature \_\_\_\_\_ Date: \_\_\_\_\_

DMFAH Signature \_\_\_\_\_ Date: \_\_\_\_\_

## RENTAL CHECKLIST

### To Reserve the Event Date

- ☐ Signed rental contract
- ☐ Required deposit
- ☐ Proof of nonprofit status, for the nonprofit rate

### Due 30 Days Before the Event

30 days prior: \_\_\_\_\_

- ☐ Proposed event layout, if applicable
- ☐ Certificate of event liability insurance

### Due 14 Days Before the Event

14 days prior: \_\_\_\_\_

- ☐ Copy of the approved Virginia ABC license, if applicable
- ☐ Certificates of insurance and required licenses for all vendors, if applicable
- ☐ Caterer's certificate of insurance and required business or health permits, if applicable

### Due 7 Days Before the Event

7 days prior: \_\_\_\_\_

- ☐ Full payment of the remaining rental balance \*Failure to submit required payments, insurance documents, permits, or licenses by the stated deadlines may result in cancellation of the event.