



**CHILDREN'S
MUSEUM**
— OF VIRGINIA —
PORTSMOUTH

Guidelines for Renters

Thank you for choosing the Children's Museum of Virginia for your event. Please review these guidelines and return one signed copy with your deposit check.

- The museum closes daily at 5:00 p.m. at which time set-up can begin.
- Your caterer may arrive at 3:00 p.m. to begin preparations in the kitchen area.
- There are a limited number of chairs and tables that can be reserved. It is our recommendation that you contact an equipment rental company regarding other options for chairs/tables as well as linens. The rental company should arrange to make their delivery the day of the event and pick-up prior to the opening of the museum on the day after the event. The museum has no on-site storage facilities for rental equipment.
- While decorations are allowed none may be attached to the walls or the exhibits. Candles are not prohibited.
- No smoking is allowed in the museum.
- Alcohol is allowed in the museum but you or your caterer is responsible for providing the ABC license that must be displayed during the event. Red wine is not permitted.
- It is the responsibility of the renter, to provide the *Guidelines for Caterers* to the caterer. This form must be signed and returned to the museum before the event.
- If a music group/band will be at the event, a representative of the group must meet with the site manager of the Children's Museum at least two weeks in advance of the event.

- The museum will arrange for security and cleaning services for the event. Those expenses will be estimated for use in calculating the costs of your function. In the event that costs exceed the estimate, the renter will be billed after the event.
- The renter must provide a *Certificate of Insurance* that names the City of Portsmouth—Children’s Museum of Virginia as additionally insured in the amount of One (1) Million dollars.
- Each party agrees to indemnify, defer, and hold the other harmless from any loss, liability, costs or damages from actual or threatened claims.
- A post event inspection with you or your representative will be conducted at the end of your event.

I have read and agree to the *Guidelines for Renters*.

(Signature of Renter) (Date)

(Signature of Museum Representative) (Date)

Feb 2011