



## FACILITY RENTAL GENERAL INFORMATION

**The Virginia Living Museum is a private, non-profit institution, whose mission is to help preserve and protect our natural heritage by enhancing the science literacy and environmental awareness of people of all ages. The building and collections are an important part of the Museum's mission and their care is the responsibility of the Museum staff. The use of the Museum's facilities is made available under the specific conditions outlined below for the purpose of making the Museum and its programs more widely known to the public.**

*All events are after operating hours only ♦ Fees are based on a 4-hour minimum ♦  
Each additional hour over the 4-hour will be billed at \$200 per hour*

- *All uses of the facility require prior approval by the Museum's Executive Director and are available on a first come first serve basis. All requests must be made at least eight weeks in advance.*
- *All food must be prepared by a licensed caterer.*
- *The Virginia Living Museum does not provide staff to service buffet lines, setup or breakdown of catering equipment. This is the responsibility of the caterer. Food and rental of equipment should be arranged through the caterer at client's expense. **The Museum has available for use twenty 60" round tables, 200 chairs, ten 6 foot rectangular tables (no linens available) and can provide a list of caterers, event planners and rental companies to assist in additional needs.** Museum staff will only set-up our own tables and chairs.*
- *Use of designated staging areas for setup beginning at 3:00 p.m. on the day of the event and 2 hours of takedown at the conclusion of the event are permitted. Set-up within the Museum will not occur until the Museum closes. Any additional time needed for takedown, rehearsal, & any activity related to the event will be billed at the \$200 per hour rate. We cannot provide storage for items before the day of the event.*
- *Confirmed reservations are made by presenting the following: signed Facility Rental Letter of Agreement; copy of Certificate of Insurance (if required), a \$300 security deposit check and 50% of rental fee (remaining 50% rental fee is due 2 weeks prior to the event); and Alcoholic Beverage Permit, if applicable. We allow two weeks for contract review and to make the deposit.*
- *The Museum has the right to cancel a tentative phone reservation.*

- *Security deposit is refundable upon inspection of facility after event, but is forfeited if event is cancelled.*
- *Cancellation less than 2 weeks prior to the event will result in a loss of all deposits and security deposits.*
- *Guided tours, animal programs or planetarium shows during your event can be arranged by request, additional charges may apply and are based on availability of staff.*

**Contact Info- Jennifer Turlington**

**Facility Rental Coordinator**

**Direct Line- 757-534-7402**

**E-mail- [rentals@thevlm.org](mailto:rentals@thevlm.org)**

**Address- 524 J. Clyde Morris Boulevard**

**Newport News, VA 23601**

# POLICIES AND GUIDELINES

The following policies and guidelines govern the use of the facility:

1. The department of Exhibit Production is solely responsible for the exhibition schedule. Moving an exhibit to accommodate a private event is against Museum policy. The Museum reserves the right to make changes to the exhibit calendar at any given time.
2. Events may not be advertised or opened to the public. Admission fees, raffles, contributions, or tickets are not permitted. ***The VLM reserves the right to reject any rental request that it believes is not in keeping with its mission statement.***
3. All fees relating to the event must be paid in a timely manner. Final payment must be received prior to the scheduled event date, otherwise the event will not be permitted to take place and previous payment and security deposit are forfeited. The security deposit will be refunded once all payments have been received and the client and caterer have adhered to the policies stated herein at the conclusion of the event.
4. A certificate of insurance indicating amount of liability coverage for the event and naming the Virginia Living Museum as additional insured for the event is required.
5. Use of the facility must be consistent with the goals of the Museum. All aspects of the event including invitations, decorations, signs and banners, entertainment, and furniture arrangement must be approved by the Museum in advance.
6. Smoking is prohibited in all areas of the Museum.
7. Food and drink are restricted to designated areas within the rental space.
8. Arrangements for the event, including set up of equipment, scheduling of delivery and removal of rental items must be cleared in advance with the Museum contact person.
9. The event sponsor must arrange a meeting at the Museum between the sponsor, caterer, and the Museum contact person at least three weeks prior to the event.
10. The client may wish to arrange for parking attendants depending on the type of event and its size.
11. Attached and hanging Museum signage must remain in place.
12. All plants, cut material and decorations must be clean and free of pests.
13. All deliveries and staff involved in the event must report to the security office upon arrival unless other arrangements have been made.
14. Caterers must be licensed and the user is responsible for seeing that the caterer follows the Museum's Operating Policies for Caterers.
15. An alcoholic beverage permit is required. The client or caterer must obtain the permits. Alcohol may not be delivered more than one day prior to the event.
16. The Museum is not responsible for any equipment delivered to, or picked –up from the Museum for the event. All such equipment must be removed from the Museum by 9:00 a.m. the first business day after the event unless other arrangements have been made.
17. Clean up and removal of all trash, decorations, and floral arrangements is the responsibility of the user and/or the vendors. The Museum staff will assist with emptying the trash containers.

# RENTAL FEE SCHEDULE

**Entire Museum Package..... \$3,500**

Includes all indoor exhibit areas on both levels, outdoor deck and roof top observatory patio (excludes the Changing Gallery, outdoor trail, Garden & Amphitheater) for 4 hrs. Max capacity 500.

**1<sup>st</sup> Floor Rental Only.....\$2,500**

Includes access to exhibits on main floor of the VLM for 4 hours. Max capacity 300

**Roof Top Patio ..... \$1,000**

Includes roof top patio and use of observatory (excludes all Museum exhibit areas) for 4 hrs. Weather permitting. Max. capacity 75-100.

**Outdoor Amphitheater ..... \$1,200**

Includes stage and built in seating for 100 people for 4 hours. Weather permitting. Max. capacity 125. \*Can be rented during the day\*

**Outdoor Garden..... \$1,200**

Includes lawn area, waterfall & “green house” for 4 hours. Weather permitting- lawn can be tented. Max. capacity 250. \*Can be rented during the day\*

**Outdoor Package..... \$2000**

Includes Amphitheater & Garden Area (see above) for 4 Hours. Weather permitting- lawn can be tented. Max. capacity 350. \*Can be rented during the day\*

**Museum & Grounds..... \$4500**

Includes all indoor exhibit areas on both levels, outdoor deck, roof top observatory patio, amphitheater & Garden Area (see above). Max. capacity 600. Set Up/ rental times will vary.

**Conference Rooms-** Please call for conference room rental information.

## Additional Services with Evening Rental

**Dance Floor Set-Up..... \$200**

**Planetarium Program. ....\$250**

35-minute program. Max. capacity 70. Planetarium is in adjacent building.

**Special Exhibits..... Based on Availability**

**Animal Programs.....Based on Availability**

# Frequently asked questions about Evening Events at the VLM

## **How far in advance can we reserve the Museum?**

It is never too early, especially for the busy holiday season. At least 8 weeks advance notice is needed.

## **What is included in the fee?**

4 hour museum use with customary utilities  
Table and chair set-up and teardown  
Event manager on-site for the entire event  
On-Site Ice Machine                      Trash containers and removal

## **How do I secure the date?**

50% of the rental fee and a \$300 refundable security deposit will be required. A certificate of insurance is required for after-hours events.

## **Can I have an event during the day?**

Currently, only classrooms and our laboratory are available for daytime rentals. We are expanding our campus and some areas may be available for daytime rentals starting in summer, 2009.

## **Are the exhibits open for after-hours events?**

The indoor exhibits are open for your private viewing.  
Although the deck is open, the outdoor trail will not be open.

## **Can I have volunteer interpreters at my event?**

Yes, subject to availability and are requested well in advance.

## **How many people can the Museum accommodate?**

Using the main level for a seated dinner, 200 (10 chairs to a table) and about 500 guests for a cocktail type reception. Additional chairs and tables may be rented from an outside vendor and used on the lower level.

## **Do you have a preferred caterer?**

No, but we do have a suggested list of caterers that have worked with us in the past.  
Please note a licensed caterer is required for all food service.

## **Can we serve alcohol?**

Yes, but we do require an ABC permit. In many cases your caterer can arrange for the permit.

## **When can I set-up and decorate?**

After the Museum closes. We close at 5:00PM each day.  
Your caterer can begin set-up in specified "behind the scenes" staging areas as early as 3:00PM.  
Decorations are not permitted in the habitariums. Candles must be unscented & monitored. Rice & birdseed are not allowed on Museum premises.

## **Can we have a band or DJ?**

Yes, you may have music. We have suggested locations for set-up and music levels will be monitored.

## **Will the gift shop be open?**

Unless requested and upon availability, the Wild Things Museum store will not be open.

## **Is a Planetarium show available?**

Depending on staff availability, you can have one private planetarium program for an additional fee of \$250.  
Max. capacity is 70.

## OPERATING POLICIES FOR CATERERS

- All food must be prepared by a licensed caterer. If not on file with Virginia Living Museum, caterer must provide copy of license to facility rental manager.
- The event sponsor must arrange a meeting at the Museum between the sponsor, caterer, and the Museum contact person at least three weeks prior to the event. Arrangements for the event, including set up of equipment, scheduling of delivery and removal of rental items must be cleared in advance with the Museum contact person.
- The VLM does not provide staff to service buffet lines, setup or breakdown of catering equipment. This is the responsibility of the caterer. Food, non-museum tables and chairs and linens should also be arranged through caterer at client's expense. Caterer or vendor is responsible for non-museum item set-up.
- Use of rental space in specific "behind the scenes" staging areas beginning at 3:00 p.m. on the day of the event and 2 hours of takedown at the conclusion of the event are permitted. Set-up within the Museum cannot occur until after the Museum closes. Any additional time needed for takedown, rehearsal, and any activity related to the event will be billed at \$200 per hour.
- An alcoholic beverage permit is required and must be obtained by the caterer or the client and displayed at the event.
- The Museum is not responsible for any equipment delivered to, or picked up from the Museum for the event. All such equipment must be removed from the Museum by 9:00 a.m. the first business day after the event unless other arrangements have been made. Storage space is limited and any catering items that are delivered must arrive the day of the event.
- Large catering equipment, such as grills or ovens must be approved by the Museum. Grills and ovens must be used outside near the staff entry area. Extension cords can be provided for this area.
- On the lower level of the Museum, an ice machine and sink are available for use. Additional areas can be discussed.
- Clean up and removal of all trash, decorations, and floral arrangements is the responsibility of the user and/or the vendors. The Museum staff will assist with set-up of trash containers and removal of trash.
- All tables and areas used by the caterer and or vendor must be wiped clean.
- Please notify VLM staff of any spills or stains.

**Compliance with these policies and the others stated in the caterer's operating policy is required for the reimbursement of the client's security deposit.**