+DANVILLE MUSEUM OF FINE ARTS AND HISTORY

Facilities Use Policies

The policies of the Danville Museum allow rental of the auditorium, rear porch, kitchen, exhibit areas and grounds to individuals and organizations not formally affiliated with the Museum for functions that are compatible with the purpose of the Museum as established by its Board of Directors. The use of the Museum facilities must be educational or social in nature and precludes use for and events of the following nature: (1) partisan political events, (2) religious events - other than wedding ceremonies - and (3) fund raising events unless the event is co-sponsored with the Museum. The Museum's Board of Directors or the Executive Director may deny use of the facilities if the proposed event is not in keeping with the functions and purposes of the Museum.

Application

Application for rental of the facilities of the Danville Museum should be made to the Visitor Services Coordinator at least **30 days** in advance of the event. At the time of application, each organization or individual must provide full information concerning the type and purpose of the event planned as well as the time, the number of guests, name of the caterer, and name of the individual or organization's representative responsible for payment of fees, as requested in the application form. A rental deposit of one fourth (1/4) of the fee is required to be submitted with the application /contract.

Confirmation of the reservation for use of the Danville Museum may be assumed only upon receipt of the specified deposit and a signed copy of the contract that will be provided to applicants. When signed and returned, along with deposit, it shall serve as a binding agreement between the applicant and the Museum.

AVAILABLE AREAS

Auditorium

The auditorium of the Museum seats 100 people theater style, and 65 persons for a seated function with tables. For a stand-up reception or buffet, 200 people can be accommodated. The auditorium includes a stage, a piano (for an additional charge), two lecterns, large pull-down projector screen, television, DVD, VCR and tables and chairs, as indicated on the equipment form.

Kitchen

The Museum kitchen has a sink, stove, refrigerator, microwave, dishwasher, and limited counter space (appliances are residential size, not commercial). It adjoins the reception room/auditorium. Absolutely no food can be prepared in the kitchen as commercial appliances are not available and the kitchen is not inspected by the Health Department. The downstairs pantry has a refrigerator, freezer, oven and microwave.

Exhibit Areas

All galleries and historic rooms generally are available for viewing during rental functions. The presence of exhibitions cannot be guaranteed in every gallery. The schedule can be checked with the Visitor Services Coordinator before the facilities are rented.

The Museum's public hours of operation are 10:00 a.m. – 5:00 p.m. Tuesdays through Saturday and from 2:00 – 5:00 p.m. on Sunday.

Supervisor

A staff member of the Danville Museum will be present throughout the function, for the following specified purposes only:

a) to insure the security of the property, and

b) to assist the sponsor with any unforeseen problems. The staff member will not assist in the serving of food or beverages or in cleaning the area for which the caterer / renter is responsible. The caterer / renter is not required to vacuum.

Insurance and Security Deposits

In requesting the use of the Danville Museum, the applicant agrees to assume full financial liability and responsibility for any damage to the Museum and grounds and/or damage or loss of objects belonging to the Museum. Further, the applicant agrees to assume full financial liability and responsibility for any accident or injury incurred by the applicant and his/her guest(s) during or as a result of such use, including reasonable attorney's fees should they be necessary.

Applicant agrees to make a security deposit prior to use of the facility. Security deposits will be forfeited in the event of any damage to the Museum or its property and/ or failure to leave the Museum and grounds in the same condition as found. Any damages over the amount of the security deposit are the responsibility of the user.

The renter must use a licensed caterer and provide a copy of the caterer's current liability and workman's compensation insurance, a valid and current health department certificate and a business license.

The Danville Museum of Fine Arts and History also needs to be named as an additional insured party under the renter's comprehensive general liability coverage policy.

Weddings

The use of burning candles outdoors is permitted (for example, the lighting of unity candles during a wedding ceremony).

Wedding Receptions

The throwing of rice, confetti, or litter of any sort is not permitted on the site. Rose petals may be strewn on the lawn provided it is confined to an aisle-like configuration and the petals are raked up after the event. The throwing of birdseed is permitted in the parking lot and on the lawn, provided birdseed is not thrown on any walkways, stairs or porches.

Smoking/Open Flame

Smoking or any open flames, including burning candles, sparklers, or any other such devices, are not permitted under any circumstances. Candles may be used as decoration, but may not be lit.

Furniture and Exhibits

Furniture, articles on display, and exhibit cases cannot be rearranged to accommodate rentals.

Alcoholic Beverages

If alcoholic beverages are to be served, the renting party (or name) is responsible for securing the appropriate ABC license and required fee. The renter should acquire a banquet license for a one-time event unless the caterer already has an ABC license. The approved license must be submitted to the Museum no later than 3 days before the event. This license must be available in the kitchen or with security during the event. The ABC license is to be presented to the Museum representative before alcohol is brought onto the premises.

The sponsoring party is advised their caterer must comply with all the applicable laws and liquor regulations and acquire all permits required by the law of the Commonwealth of Virginia or other government entities. In that regard the sponsoring party is required to indemnify, protect and hold harmless the Danville Museum, and its respective officers, agents, and employees from and against any and all losses, costs, claims, demands, damages, and expenses resulting from the serving of alcoholic beverages at the event. Red wine is not allowed in the Museum at any time. The Museum assumes no responsibility for damages or liability related to the serving of alcoholic beverages related to this event. Violation of alcoholic beverage law will result in forfeiture of deposit and revocation of future facility use.

All bartenders and personnel handling or serving alcoholic beverages must be advised not to serve a minor (anyone under 21 years of age) or to serve anyone showing signs of inebriation. Red wine cannot be served in the Museum at any time. All beverages must be served in drinking glasses or coffee cups.

GUIDELINES FOR FACILITIES USE

1. Rental of the Museum facilities will not take precedence over scheduled Museum functions.

2. The proposed use must be of a size and nature that will not risk damage to or destruction of the exhibits and premises or otherwise violate security, fire or safety regulations.

3. All fees to the event must be paid in a timely manner. Final payment must be made no later than seven (7) days prior to the scheduled event, unless other arrangements have been made through the Visitor Services Coordinator and approved by the Executive Director.

   The ¼ deposit is refundable up to fourteen (14) days prior to the event. After that, the deposit is non-refundable.

   A security deposit of $150 is required at the time of final payment for rental of indoor spaces. Rental of museum and grounds requires a $250 security deposit. Security deposits should be separate checks. Security deposits will be held in the Museum until after the event. On the first business day after the rental, the check will be returned provided there has been no damage to the facility and its holdings.

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

5. **Caterers must be licensed and approved by the Museum and the user is responsible for seeing the caterer follows the Museum's operating policies for caterers (see attached).**

6. The renter is responsible for all expenses in connection with the event, including making all necessary catering arrangements, setting up and breaking down of equipment and cleaning the area immediately after use. This should take place during the scheduled time for the event.

7. All arrangements for the event, including set-up of equipment and scheduling of delivery and removal of rental items must be cleared in advance with the Visitor Services Coordinator.

8. The renter must arrange a meeting at the Museum between the renter, caterer and Visitor Services Coordinator **at least two (2) weeks prior** to the event.

9. Clean up and removal of all trash, decorations, and floral arrangements is the responsibility of the user/or user's vendors. The Museum's inside trash containers must be left empty and should not be taken outside. Trash can be left in the trashcans beside the Art Annex.

10. 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 10:00 a.m. the first business day after the event, unless other arrangements have been made.

11. All plants and cut materials must be cleaned and free of pests.

12. Exterior doors cannot be propped open for extended periods of time.

13. All decorations and signs must be free standing. Signs on wall are not permitted. In some cases, banners may be hung, with prior approval.

14. Members and guest attending any function held by the contracting party will be subject to, and abide by all rules of the Museum which includes not touching any artwork or exhibited artifacts. The use of exhibit cases and Plexiglas bonnets as repositories for food and drinks is strictly prohibited.

15. No food or drinks are allowed in galleries or exhibit areas except designated by the Executive Director for specific Museum sponsored functions.

16. The piano may not be removed from the stage.

17. The Executive Director shall, at his discretion, raise or lower fees, and make other such adjustments as circumstances dictate. If applicable, this shall be put in writing prior to the event.

Operating Policies For Caterers

1. Caterers must meet with the renter and the Museum contact person at the Museum at least two (2) weeks prior to the event.

2. Catering personnel must park in specified areas. Vehicles making deliveries should use the lower level entrance. After deliveries are made, vehicles must be moved to the designated parking locations.

3. Caterers must exercise caution when bringing supplies and materials into the Museum. Specifically, no tables, boxes or other objects are to be placed against the walls, artifacts, or cases. All approved cut plant material must be placed on sheeting.

4. No furnishings, objects, or exhibit cases belonging to the Museum may be moved.

5. The use of exhibit cases and Plexiglas bonnets as repositories for food and drinks are strictly prohibited.

6. No food or drinks are allowed in galleries or exhibit areas except as designated by the Executive Director for a specific Museum sponsored function.

7. At the conclusion of the event, the caterers must remove everything they bring to the premises. The rooms are to be returned to order. The serving area must be left in the condition found, the kitchen floor broom swept and counters cleaned. All loose trash must be picked up and placed beside the Annex building. The cost of repairing any damage or replacing lost equipment attributed to the Caterer will be billed to the user.

8. A supervisor from the catering firm must remain throughout the function, including set-up, and breakdown and clean up.

9. Caterers may not hire Museum staff to work for them in any capacity.

10. The Renter/Caterer must provide his/her own linens, candles, napkins, doilies, flatware and centerpieces. Candles may be used as decoration but may not be lit.
    Battery operated candles are allowed.

11. **The caterer must provide a copy of their current business license, insurance, and health department certification to the Museum.**

12. The silver must be checked out by the security guard and checked back in with the security guard by the caterer. If pieces are damaged or missing, then the Renter/Caterer are responsible for repair or replacement.

13. Red wine is not allowed in the Museum at any time.