



The American Civil War Museum offers two site rental options in Richmond, VA:

TREDEGAR – LOBBY

490 Tredegar St, Richmond, VA 23219

Base rental rate:	\$1,200
Staffing fee: <i>(required)</i>	\$100
Cleaning fee: <i>(required)</i>	\$100
TOTAL	\$1,400

With fee to keep the Museum open <i>(optional)</i>	\$50
TOTAL	\$1,450

Guest limit: 150

WHITE HOUSE OF THE CONFEDERACY – GARDEN & PORCH

1201 E. Clay St, Richmond, VA 23219

Base rental rate:	\$1,500
Staffing fee: <i>(required)</i>	\$100
Cleaning fee: <i>(required)</i>	\$100
TOTAL	\$1,700

With fee to keep the Museum open <i>(optional)</i>	\$100
TOTAL	\$1,800

Guest limit: 150

**The Museum offers a 20% discount for not-for-profit organizations.*



The American Civil War Museum offers this Site Rental Policy to you as follows:

1. **Fees and Deposits:** A 10% deposit and contract signed by both parties is required to confirm the reservation. The balance is due fourteen (14) days before the event.
2. **Staffing:** A required \$100 staffing fee covers the cost of ACWM staff that must be onsite for the duration of the event to open/close the building and safeguard inaccessible areas. This is not event security.
3. **Exhibits and Gift Shop:** The Museum may remain open for event guests for an additional fee:

Tredegar fee: \$50 – Includes the exhibits, Robins Theater, and gift shop

White House fee: \$100 – Includes guided tours of the House and the gift shop

4. **Set-up and Event Start:** Events must take place outside of operating hours.

ACWM-Tredegar hours are 10am-5pm EST

- No event set-up before 4:30pm
- Event must begin after 5:30pm and conclude by 11:00pm

ACWM-White House of the Confederacy hours are 10am-4pm EST

- No event set-up before 3:30pm
- Event must begin after 4:30pm and conclude by 11:00pm

5. **Overtime Policy:** Events must conclude by 11:00pm. One hour will be allowed for clean up and move-out immediately following the close of the event. An hourly charge of \$300 will be added to the final bill for every hour or portion thereof after the contracted end time of the event.
6. **Food and Alcoholic Beverages:** Alcoholic beverage service must be in accordance with Virginia A.B.C. laws and regulations. You are responsible for ensuring the legal drinking age of your employees and guests. All food and



beverages are prohibited in the exhibit galleries, inside the Theater, and inside the White House.

7. **Event Coordinator**: The Museum requires a designated event coordinator to be present during the entire event and clean-up.
8. **Clean-up**: Lessee is responsible for general trash removal at the end of the event. In the case of excessive trash, a fee equal to the amount of the clean-up, repair, or replacement or \$1,000, whichever is greater, will be added to the final invoice. No items may be stored overnight. All left-over decorations and other items will be regarded as trash. Food and drink trash must be collected and removed by the caterer immediately at the close of the event.

A required \$100 cleaning fee covers the cost of staff clearing the lobby or garden for the event, as well as resetting and cleaning before the Museum reopens.

9. **Prohibited Decorations and Activities**:
 - a. No cooking or cooking stations are allowed in the buildings.
 - b. Birdseed, bubbles, rice and confetti are not permitted for bridal departures or other decoration. Acceptable alternatives include rose petals and rosemary.
 - c. Smoking is not permitted in any building or in the White House garden.
 - d. Animals are permitted on the Museum grounds with prior approval, unless such animals are disability assistance service animals, for which no approval is necessary.
 - e. Possession or use of any illegal substances or materials are strictly prohibited. The Museum reserves the right to contact the proper legal authorities if any guests are found possessing or participating in such activity, as well as expel them from the premises.
10. **Photography and Videotaping**: Objects on exhibit may not be photographed or filmed without permission of the Museum.



11. **Accessibility:** The Museum is in compliance with provisions of the Americans with Disabilities Act ("ADA"). In the event the Lessee creates additional accessibility accommodations on site, it is the Lessee's responsibility to investigate and provide all items necessary to comply with applicable ADA provisions.
12. **Indemnification:** Lessee agrees to indemnify the Museum and its employees against any claims for personal injuries, death, or property damage from the event, except to the extent that such claims arise from gross negligence or willful misconduct of the Museum or its employees.
13. **Release from Responsibility:** The Museum is not responsible for loss or damage to items belonging to your organization or contract vendors before, during, or after the event.
14. **Neighboring Events:** The Museum's Tredegar site is located in downtown Richmond on the north bank of the James River, amidst a growing and thriving part of the City. Events are routinely held on Brown's Island, the Virginia War Memorial, and other areas immediately adjacent to the Museum. Similarly, the White House of the Confederacy is located in downtown Richmond in the immediate vicinity of VCU Health. It is not the Museum's responsibility to notify you of these events, nor will it be held accountable for any impact these neighboring events may have on your event.
15. **Event Cancellation:** The Lessee may cancel the event for a full refund of the deposit up to 60 days prior to the event. The deposit will be forfeited for any cancellation after this period. The Museum reserves the right to cancel the event at our discretion due to unsafe or hazardous conditions. Should this occur, the Museum will work with you to reschedule the event at a mutually beneficial time.
16. **Terms and Conditions:** No terms, representations, or warranties of any kind are made by the Museum except as written in this agreement.



Event site: Tredegar White House #Guests: _____

Event date: _____ Event name: _____

Set-up time: _____ Start time: _____ End time: _____

Not-for-profit discount: Yes No (If yes) Organization name: _____

Would you like to keep the Museum open for event guests?: Yes No

Lessee name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ E-mail: _____

(If different than lessee) Event planner name: _____

Phone: _____ Cell: _____ E-mail: _____

TOTAL: \$ _____

A 10% deposit of _____ and contract signed by both parties is required to confirm the reservation. The remaining balance is due fourteen (14) days before the event.

Please complete, sign, and return the contract and payment to David Flood at dflood@acwm.org or 490 Tredegar St, Richmond, VA 23219. To pay over the phone, call David Flood at 804-649-1861 ext. 150.

Personal checks, company checks, cashier checks, MasterCard and Visa, American Express, and Discover are accepted. Make checks payable to the American Civil War Museum. There will be a \$30 service charge for all returned checks.

I, _____, agree to the terms and conditions of the Site Rental Policy and Contract.

Print name: _____ Signature: _____ Date: _____

Authorized by: _____ Signature: _____ Date: _____