

# *Gadsby's Tavern Museum*

## Rental Guidelines



Gadsby's Tavern Museum encompasses two buildings that are more than 200 years old, Events must not cause undue wear and tear on the building, nor create intrusive noise to the restaurant below or neighboring community. The following guidelines will help you plan your event and ensure the preservation of our historic site. If you have any questions please contact the Rental Coordinator.

### CLIENTS

- A **non-refundable** 50% deposit of your rental fee, signed contract and signed rental guidelines are required to secure the Museum for your event. This deposit will be applied toward your total rental fee.
- One month prior to the event, the rental fee balance is due to the Museum along with the event schedule, a list of vendors with contact information and anticipated delivery times.
- Should your event last longer than the time indicated in the "Rental Agreement" a fee of \$150 will be charged for every ½ hour beyond the end of the rental period. The rental period includes set-up and clean up.
- All cancellations must be received in writing by Gadsby's Tavern Museum. In the event of a cancellation **less than 1 month** prior to the event, your 50% down payment is not refundable. All other rental fees acquired will be refunded.
- For an additional room reset fee (\$75 to \$300), changes in the setup of chairs and tables during an event can be made. The fee will be determined based on the reset plan. The amount will appear on the "Rental Agreement."
- The rental fee includes set-up and clean-up of the Museum's tables and chairs, use of the Museum's round tables (4') and banquet tables (6'), white party chairs, barrel trashcans, staff person during your event (in costume upon request), podium, forest green tablecloths, hurricane lamps, brass candlesticks, and ivory candles. Any additional or different equipment will be at the client's expense.
- All events must end and be cleaned up by our staff by 11:00pm.
- Due to the historic nature of the buildings, decorations may not be attached to walls, windows, woodwork, chandeliers, ceilings, or floors. No confetti, rose petals, sparklers, bubbles, glitter, rice, feather boas, spray cans of string confetti or similar items will be allowed. Only candles supplied by the Museum or approved dripless/smokeless/colorless candles may be used. Duct tape is NOT allowed to be used anywhere within the facility, including the floor.
- Floral arrangements must be in planters or a vase. Plant material is not allowed to touch the woodwork.

- Smoking is not permitted inside the buildings.
- **The Museum is not wheelchair accessible above the 1st floor. All rental spaces are on the 2nd floor.** Public restrooms are located on the 3rd floor. The City of Alexandria complies with the terms of the Americans with Disabilities Act and offers accessible rental spaces at other City-owned sites.
- No pets or animals of any kind are allowed inside the building.
- The Museum, its employees and agents, and the City of Alexandria assume no liability in connection with the scheduled event.
- The renter (and their contracted vendors) is responsible for any and all damage that occurs as a result of this event. The Museum should be left in its original condition at the conclusion of the event. If damages have occurred, you will receive an invoice for the assessed amount following the event.
- All ABC regulations must be complied with during the course of the event. If a professional ABC-licensed caterer is not used but alcohol is being served at the event, a *one-day banquet license* must be acquired from the Virginia Department of Alcohol Beverage Control. A copy of this license must be submitted with your final payment.
- The musician's gallery in the Ballroom is off limits to everyone during an event (including photographers, musicians, florists, guests or other vendors). A violation of this policy will result in a \$500 charge.
- Tours are available for your guests at an additional \$4.00 per person. Advance notice of at least one month prior to event is requested.
- If you are having your ceremony at the Museum, a 1-hour rehearsal can be held in the ceremony room during regular Museum Hours, not to exceed 5:00pm. Additional rehearsal time may be purchased if needed.

## **CATERERS AND OTHER VENDORS**

- The renter is responsible for making arrangements for all food, beverage, and other event needs (i.e. different linens and chairs, coat check, a/v requirements, etc). Gadsby's Tavern Museum is not responsible for the set-up or removal of this rental equipment.
- Gadsby's Tavern Restaurant is the on-site caterer, however a list of outside caterers approved by the Museum is available. For all events not catered by the Restaurant or by an approved caterer, the catering contact must meet with the Rental Coordinator to review the Museum Guidelines and receive final approval.
- Museum activities and programs take precedent over event activity during set-up and clean-up periods.
- If you choose to use an outside caterer, their set-up time can be arranged in advance through the Rental Coordinator.

- All deliveries can be unloaded and loaded in the front of the Museum in the designated unloading/loading zone. Vendors must use the fire stairs, located through the courtyard, to load into the Museum.
- There is no on-site commercial kitchen for use by outside caterers, therefore all food **must** be prepared off-site. Warming ovens and other large equipment items, etc. are permitted **only if** it measures 32” wide and high due. Plastic floor cloths are requested under a bar area and may not be secured with duct tape.
- One month prior to the event, any outside caterers used must submit the event plan as well as a copy of their certificate of insurance and liquor liability insurance for approval to the Rental Coordinator.
- The Museum will provide three barrel trashcans for the event space. All trash created by the event is the responsibility of the client or caterer and must be properly bagged and removed from the building at the conclusion of the event. Trash can be taken to the City of Alexandria garbage receptacles on Fairfax Street, one block over from the Museum.
- No food or drink should be served in the Passage Room. Drop trays are requested at the stairs in the Assembly Room and in the hallway from the Ballroom. Please be aware and make an effort to clean up if a spill occurs, especially wine, fruit, and cake.
- All catering equipment and supplies must be picked up at the conclusion of the event. Gadsby’s Tavern Museum will not be responsible for any lost or stolen catering equipment or other supplies.

**MUSIC**

- All music vendors must be pre-approved with Gadsby’s staff before the event. Chamber and acoustic music are ideal for either room. Amplified music is not allowed, however DJs are acceptable with the understanding that Museum staff will monitor the noise level so it does not disturb patrons in the Restaurant below. A wireless DJ system is preferred but not required. All wires must have wire covers. Duct tape is not allowed under any circumstance.
- Dancing is allowed in the Ballroom only.

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I have read and understand these rules and guidelines. My signature constitutes a contract to abide by these rules. I understand should Gadsby’s Tavern Museum staff determine any of these rules were not followed, the renter will be charged accordingly.

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Signature of Renter Date

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Signature for GTM Date