



20 North Coalter Street, Staunton, VA 24401 540-885-0897 www.woodrowwilson.org

FACILITY RENTAL CONTRACT

Please review this contract carefully. Sign and return (rsider@woodrowwilson.org) with the appropriate fee.

Event Date (s)		
Total Hours (to include setup and breakdown)		
Event start time		
Event end time		
CLIENT CONTACT INFORMATION:		
Client Name		
Organization		
Address		
Primary Phone		
Email		
EVENT SPECIFICS:		
Event Type		
Estimated in Attendance		
Facility Requested		
FACILITY RENTAL FEES: (To be completed by WWPL)		
Total Facility Rental Fees		
Deposit (50% due upon signing) non-refundable		
Balance due 3 weeks prior to event		
CANCELLATION POLICY		
<p>Cancellations prior to 60 days before the event – The Client’s deposit will be refunded. Cancellations prior to 59-30 days before the event – The Client’s deposit will be forfeited. Cancellations 30 days or less before the event, including cancellations due to inclement weather- 100% of the total fee shall be immediately due and payable to The Woodrow Wilson Presidential Library. The Woodrow Wilson Presidential Library will make every effort to reschedule events due to inclement weather, at the mutual agreement of the facility and Client.</p>		

Acceptance of Contract

I have read, understand, and agree to accept the Terms and Conditions of this contract.
 I understand my responsibilities in renting the described Facility and the Services provided by the Woodrow Wilson Presidential Library (WWPL).

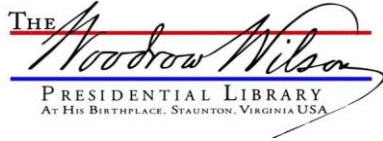
 Client Signature

 Print Name

 Date

 The Woodrow Wilson Presidential Library Representative
 rsider@woodrowwilson.org/540.885.0897 x104

 Date



20 North Coalter Street, Staunton, VA 24401 540-885-0897 www.woodrowwilson.org

FACILITY RENTAL DETAILS AND PRICING

****Note:** Customized times/locations/fees available upon request

<p>Facility Rental Fees: (2-4 hour event with 2 hour set-up and 2 hour take-down)</p> <p>WWPL Gardens & Terrace- \$1600 (maximum capacity 150 standing/100 seated) WWPL Gardens- \$1200 (maximum capacity 150 standing/100 seated) WWPL Terrace- \$800 (maximum capacity 100 standing/75 seated) WWPL Library and Research Center (LARC/Don Wilson Hall)- \$500 (maximum capacity 48 seated at 5 foot round tables; 60 auditorium-style seating; 40 seated at conference tables) WWPL non-profit half-day rate - Don Wilson Hall - \$250</p>
<p>Facility Rental Fees: (5-8 hour event with 2 hour set-up and 2 hour take down)</p> <p>WWPL Gardens & Terrace- \$3000 (maximum capacity 150 standing/100 seated) WWPL Gardens- \$2200 (maximum capacity 150 standing/100 seated) WWPL Terrace- \$1500 (maximum capacity 100 standing/75 seated) WWPL Library and Research Center (LARC/Don Wilson Hall)- \$900 (maximum capacity 48 seated at 5 foot round tables; 60 auditorium-style seating; 40 seated at conference tables) WWPL non-profit daily rate – Don Wilson Hall - \$400</p>
<p>APPROVED AREA CATERERS</p> <p>Early Catering Company, Harrisonburg, 540.801.8139, earlykatering.com (Kay Early) Eric Stamer Catering, Staunton, 540.885.5085, ericstamer.net (Eric Stamer) Dayton Tavern, Dayton, 540.908.0029, daytontavern.com (Diane Roll) DiFlorio Catering, Staunton, 540.294.9777 (Karen DiFlorio) Mary Baldwin University Catering, 540.887.7090, brdiemer@marybaldwin.edu The Pampered Palate, Staunton, 540.886.9463, thepamperedpalatecafe.com (Valorie Simmons) Mrs. Rowe’s Catering, Staunton, 540.885.7693, catering@mrsrowesrestaurant.com Rick’s BBQ, Waynesboro, 540.649.4886, ricktruslow@gmail.com Shaffer’s BBQ, Waynesboro, 540.459.3744, jill@shafferscatering.com</p> <p>The museum requires a copy of the caterer’s health department certification.</p>

I have read and agree to the Terms and Conditions _____

TERMS AND CONDITIONS

1. **Rental areas/restrooms:**

For Gardens/Terrace rental: Includes the use of restrooms in the Smith House (Gift Shop) ground floor.
For Library and Research Center (LARC) rental: Includes Don Wilson Hall- front porch, back garden terrace, catering kitchen, and restrooms.

Rental fees are based on a two (2) hour set-up, two-eight (2-8) hour rental event, and one (1) hour breakdown. **All rental events must conclude by 10:00 pm.**

2. **The WWPL provides venue space only.** It does not provide tables, chairs, linens, tents, etc. The Client must make accommodations with local rental and/or catering companies.
3. A **Site Supervisor** from the WWPL staff will be present throughout the event to ensure the safety and security of the property and collections but will **NOT** participate in the rental event set-up or clean-up.
4. The throwing of rice, confetti, artificial rose petals, birdseed, or litter of any sort is not permitted on the WWPL property.
5. The WWPL **does not provide audio/visual equipment.** If such equipment is used, please inquire about outlets and wattage needs in advance. Note that all cords must be placed in a secure manner in order to prevent accidents.
6. **Media:** Photographs and videos are permitted on the grounds as well as inside of Don Wilson Hall (Library and Research Center).
7. **Image Release:** The WWPL reserves the right to use any photos and/or videos taken of events on the property for use on the organization's website, social media channels, and in marketing materials.
8. **Catering:** The approved caterer must provide all personnel, food, drinks, linens, coat racks, tableware, and extra furniture/equipment as needed. The Client is responsible for the conduct of the caterer.
9. **Set-Up:** Tents, rental furniture, and other equipment may be delivered during the day preceding the rental event. Other deliveries and set-up, including caterers, is permitted no earlier than two (2) hours before the agreed start time of the event.
10. **Tents:** Tents will be erected only in locations approved by the Site Supervisor. Tents may be erected up to twenty-four (24) hours before the start of the event and shall be removed by the end of the next business day.
11. **Clean-Up:** All catering materials brought in for the event, including food, drink, service equipment, containers, etc. must be removed from the WWPL property to the satisfaction of the Site Supervisor, within one hour of the agreed termination time of the rental event, and **all trash must be collected and removed entirely from the interior and exterior of the facility** at the same time. Catering materials or trash not removed will result in a charge to the client of **\$25.00**

I have read and agree to the Terms and Conditions _____

per half hour until removed. If the Client or their caterers/vendors fail to remove materials or trash, the WWPL reserves the right to contract for the removal, the cost of which will be charged to the Client. Rental equipment may remain overnight but must be entirely removed from the site within twelve (12) hours of the agreed termination time of the event. Rental equipment not removed within the time limit will incur a charge of **\$25.00 per half hour until removed.**

12. **Cleaning:** The property must be left clean to the satisfaction of the Site Supervisor.
13. **Access and Parking:** Parking is restricted to the WWPL parking lot. Other parking arrangements must be confirmed in advance with the Site Supervisor. No vehicles may park in the alley next to the Museum. **Handicapped parking** is available next to the Smith House and behind the Museum. Public parking is available in the city's Hardy Parking Lot and on some adjacent streets.
14. **Music:** Music must be approved by the WWPL. The Client must provide the Site Supervisor with the contact information of the musician(s). The musician(s) will contact the WWPL office in advance to discuss WWPL guidelines. Volume level is subject to the approval of the Site Supervisor and must abide by any local ordinances such as permitted hours of music.
15. **Guest and Vendor Conduct:** Conduct of Client, guests, or vendors as described below will result in immediate expulsion from the property. The WWPL has a zero-tolerance policy for inappropriate behavior. If this is not honored, authorities will be called without hesitation.
 - 15A. **Alcoholic Beverages:** Because the WWPL does not have an alcohol license, alcoholic beverages may be served, but not sold, on the premises. In the event that there will be alcohol for sale, the Client must obtain an official ABC license and prior approval from the WWPL. The Client is responsible for all guests and their safety as it relates to the consumption of alcohol.
 - 15B. **Illegal Substances:** Clients, guests, and vendors will abide by all local, state, and federal laws and regulations regarding controlled substances. Illegal drug use is not tolerated on the WWPL property.
 - 15C. **Abusive Language and Violence:** Abusive language or any type of physical violence/abuse will not be tolerated and will result in immediate expulsion.
 - 15D. **Tobacco/Open Flames:** The WWPL is a non-smoking property. Smoking and/or any open flames, including candles, are not permitted anywhere on the WWPL grounds. Candles within containers must be approved by the Site Supervisor.
16. **Insurance:** The Client agrees to assume full financial liability and responsibility for any damage or loss of objects belonging to the WWPL and for any accident or injury incurred by the Client and their guests during or as a result of their rental event. **The Client must furnish a certificate of insurance at least fifteen (15) days prior to the event.**

I have read and agree to the Terms and Conditions _____