

Facility Rental General Information

Presidents Park is a private institution, whose mission is to help preserve and protect our presidential heritage by enhancing political and historical literacy of people of all ages. The use of the Park's facilities is made available under the specific conditions outlined below for the purpose of making the Park and its programs more widely known to the public.

Fees are based on a 4-hour minimum Each additional hour over the 4-hour will be billed \$200 per hour.*

- *All uses of the facility require prior approval by the Park'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 licensed caterer.*
- *Presidents Park 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 Park has available for use twenty 60" round tables, 200 chairs, fourteen 6 foot rectangular tables. Catering will be done on site.** Park staff will only set-up our own tables and chairs.*
- *Use of designated staging areas for setup beginning at 3:00p.m. on the day of the event and 2 hours of takedown at the conclusion of the event are permitted. Set-up within the Park will not occur until the Park closes. Any additional item 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 and rental fee are due at the time of the signed contract; and Alcoholic Beverage Permit, if applicable. We allow two weeks for contract review and to make the deposit.*
- *The Park 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, during your event can be arranged by request, additional charges may apply and are based on availability of staff.*

Contact Info- Margie Greenhow

Event Coordinator

Direct Line- 757-259-1121 ext 107

E-mail- mgreenhow@presidentspark.org

**Address- 211 Water Country Parkway
Williamsburg, VA 23185**

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 Park policy. The Park 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 Park 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 Presidents Park as additional insured for the event is required.
5. Use of the facility must be consistent with the goals of the Park. All aspects of the event including invitations, decorations, signs and banners, entertainment, and furniture arrangement must be approved by the Park in advance.
6. Smoking is prohibited in all areas of the Park.
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 Park contact person.
9. The event sponsor must arrange a meeting at the Park between the sponsor, caterer, and the Park 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 Park signage must remain in place.
12. All plants, cut material and decorations must be clean and free of pests.
13. Caterers must be licensed and the user is responsible for seeing that the caterer follows the Park's Operating Policies for Caterers.
14. 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.
15. The Park is not responsible for any equipment delivered to, or picked-up from the Park for the event. All such equipment must be removed from the Park by 9:00 a.m. the first business day after the event unless other arrangements have been made.
16. Clean up and removal of all trash, decorations, and floral arrangements is the responsibility of the user and/or the vendors. The Park staff will assist with emptying the trash containers.

Authorized Signature

Date

Frequently asked questions about Evening Events at Presidents Park

How far in advance can we reserve the Park?

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 park 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 our banquet room and conference rooms are available for daytime rentals.

Are the exhibits open for after-hours events?

The indoor exhibits and outdoor Park are open for your private viewing.

Can I have volunteer interpreters at my event?

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

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 Park closes. You may begin decorating in specified “behind the scenes” staging areas as early as 3:00 p.m. Candles must be unscented & monitored. Rice & birdseed are not allowed on Park 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 Gift Shop will not be open.

OPERATING POLICIES FOR CATERERS

- All food must be prepared by a licensed caterer. If not on file with Presidents Park, caterer must provide copy of license to facility rental manager.
- The event sponsor must arrange a meeting at the Park between the sponsor, caterer, and the Park 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 Park contact person.
- The Park does not provide staff to service buffet lines, setup or breakdown of catering equipment. This is the responsibility of the caterer. Food, non-park tables and chairs and linens should also be arranged through caterer at client's expense. Caterer or vendor is responsible for non-park item set-up.
- Use of rental space in specific "behind the scenes" staging areas beginning at 3:00pm on the day of the event and 2 hours of takedown at the conclusion of the event are permitted. Set-up within the Park cannot occur until after the Park 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 Park is not responsible for any equipment delivered to, or picked up from the Park for the event. All such equipment must be removed from the Park 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 Park. 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 Park, 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 Park 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 Presidents Park staff of any spill 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.