

Museum Guidelines

Renter(s) understand that access to the interior of the Alexander Black house will be strictly governed by the terms of the rental agreement between the Blacksburg Museum and Cultural Foundation (BMCF) and Renter(s), and that permission to use one part of the house does not extend to other parts.

- a. Electricity is provided in designated locations. It is the renter(s) responsibility to contact Miss Utility should you wish to erect a tent on the Grounds.
- b. Restrooms are available in the house, but renter(s) may choose to coordinate a Port-o-john for additional facilities.
- c. At the discretion of the Museum Director, the facilities at the Alexander Black House & Cultural Center may be rented to more than one party on a single day if it is believed that the two events may be accommodated. Every effort will be made to coordinate plans in a way that is satisfactory for both parties. The first party to make a paid reservation will be considered the "primary renter" and will have its choice of space. Any subsequent renters must schedule their events and choose their location in a way that will not disturb the primary renter.
- d. No representation is made, express or implied, as to the fitness or suitability of any of the rental facilities for the purpose(s) intended, notwithstanding anything that may be to the contrary. BMCF assumes no responsibility for providing security services of any kind.
- e. BMCF waives any and all liability for injuries to and for property damage of any renter, guests, agents, contracted service employees, and/or any other persons associated with the event for which the property has been rented.

II. House Usage

In order to maintain the beauty of the structure, the following are guidelines when decorating:

- a. Nails and staples are not permitted when hanging items from beams or on the fireplace. Fishing line, wrapping or weaving of decorations, or zip ties are allowed.
- b. Fires are not permitted in the fireplaces.
- c. The use of live or open flames is prohibited. Candles in enclosed containers are permitted. Please use caution with any open flames.
- d. Before finalizing décor, you must discuss plans with the Special Events and Rental Coordinator.

III. RENTAL FEES

- a. Rental fees vary depending on the use the property, the areas needed, the type of activity, and the time of year. All payments associated with the rental are due in specified intervals and are not refundable. Should an event be canceled after payment of the rental fees, only the security deposit will be refunded; other fees will be converted to tax-deductible donations and so acknowledged.

b. BMCF reserves the right to cancel the rental of its facilities at any time should the rental activities endanger the collection or facilities.

Equipment

Any equipment selected will be made available by staff, but is the responsibility of the Renter to manage set up, placement, take down and proper return of items rented.

Item	Price
Six 5-foot round folding tables*	\$5 Each
Six 6-foot rectangular folding tables	\$5 Each
50 folding chairs	No Charge

*TABLE LINENS NOT PROVIDED

IV. RESERVATIONS

To reserve a date, a non-refundable 25% deposit (plus a \$300 refundable security deposit for Full Museum Rentals) must be received. Checks or money orders should be made payable to Blacksburg Museum & Cultural Foundation.

It is understood and agreed that Renter is responsible and liable for any disrepair or damage to the property of the Alexander Black House arising out of Renter’s use of the rental property or caused by Renter, its agents, guests or invitees. The security deposit will be returned to the renter after the scheduled event, assuming no damage or late fees have been incurred. In case of damage to any of BMCF facilities or furnishings, the cost of damages will be deducted from the deposit. Should damages exceed the amount of the deposit, BMCF will bill the renter the difference. Charges for additional time (i.e., use of the property after 11 p.m.) may be deducted from the deposit.

V. SET-UP

a. Vendors should make arrangements for set up with Diana Francis, Museum Manager, drfrancis@blacksburghistory.org, 540-443-1602

b. Set up may begin no earlier than 9 am the day of the event. Arrangements may be made to set up earlier on a case by case basis and may incur an additional fee.

VI. CLEAN-UP

d. Renters are responsible for the clean-up on the day of their rental. **Trash removal is the responsibility of the renter.** Any spills or messes must be cleaned. No parties or guests may interfere in any way with the normal operations or scheduled special events at the House.

e. All guests must vacate the property by 11 p.m. If the parties have not vacated by the agreed time, an additional charge of \$300 per hour will be assessed.



f. Tents, canopies, tables, chairs, etc. must be removed from the House and grounds within 48 hours of a function; however, if another event is scheduled, items must be removed by 9 am the following day. Exceptions will be made on a case by case basis.

VII. FOOD, BEVERAGE, CONDUCT

a. Food and beverage (alcoholic and non-alcoholic) arrangements are left to the discretion of the renter. First-time caterers at the Alexander Black House & Cultural Center must meet with the Special Events and Rental Coordinator along with the renter prior to the event to be approved and to familiarize themselves with the facilities. All caterers must provide a copy of their contract and submit it to the event coordinator before the event.

b. Food and beverages served to guests must be consumed in the immediate vicinity of the serving area. The consumption of alcoholic beverages must comply with all laws of the Commonwealth of Virginia, including open container and drinking age policies. The House does not carry an ABC license. The Renter is responsible for obtaining one. Renter shall be responsible for monitoring and supervising the consumption of alcoholic beverages either personally or by a responsible individual designated in advance.

c. The Alexander Black House & Cultural Center is a non-smoking facility. Smoking is not allowed in the House or on the Grounds.

VIII. PARKING

All passenger vehicles must be parked in regular parking areas; only service vehicles are allowed on the lawn, in designated areas. The cost of restoring lawns, if damaged by vehicles or renters or guests, must be paid by the renter.

PLEASE NOTE:

***Business hours:** Rentals occurring between 9:00 AM – 4:00 PM on Monday through Friday (4 hours or less, including set up and break down) will be charged at a **reduced rate**. This does not include weddings.