

The Old Coast Guard Station
PO Box 1035, Virginia Beach, VA 23451
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www.oldcoastguardstation.com

Facility Use Regulations & Lease Agreement

The Virginia Beach Maritime Museum, Inc. t/a the Old Coast Guard Station is pleased to make its facilities available for social and business events. However, as a museum housing a priceless and irreplaceable collection, we have a special responsibility to ensure not just for the safety of our visitors but also that of the artifacts in our care. The following regulations have been designed to make certain we are able to do so.

General

- Applicants must review all of the following Facility Use Regulations and answer the questions at the end of the form. **No event will take place without approval of the Museum staff. Upon approval, the Facility Use Regulations & Lease Agreement must be signed and returned.** The Agreement and Regulations must be returned to the Museum no less than 30 days prior to date of event.
- A visit to the Museum is HIGHLY RECOMMENDED before signing the Agreement and Regulations.
- **Fee:** \$100 per hour or any portion of an hour.
\$75 per hour or any portion of an hour for Museum Members at the Bronze, Silver or Gold levels.
- **A deposit of 50% of fee is due with Agreement and Regulations.**
- **Final payment of applicable rental fee is due 15 days prior to the event.** A \$100 late fee will be incurred for all late payments. If your balance (including late fee) is not paid 5 days prior to the event, your event will be canceled without refund of any payments made.
- A full refund of the deposit will be given if cancellation is made 15 days prior to the event. No refund will be given if cancellation is made less than 15 days of event.
- In accordance with the lease, all lessees **MUST** provide the Museum with a **certificate of liability insurance** in the amount of at least \$1,000,000. This certificate must indicate that **“The Virginia Beach Maritime Museum, Inc. t/a The Old Coast Guard Station, their officers, employees, agents, and**

representatives” (at no extra cost to the Museum) is named as additional insured. The certificate of insurance must be provided 15 days prior to the event.

- **Additionally**, separate general liability insurance for the City of Virginia Beach must be obtained. Information regarding the Tenant Users Liability Insurance Program (TULIP) may be obtained from the City of Virginia Beach. Museum staff will provide contact information. – This is a second insurance policy, separate from the policy for The Old Coast Guard Station.
- Maximum safe occupancy for museum interior is 100 persons (including museum staff, caterers, etc.) per Virginia Beach City Fire Code. This is the legal limit and cannot be exceeded or the event will be shut down with no refund.
- The lessee/organization sponsoring the event agrees to assume all responsibility for any injury to persons attending the event. The lessee also assumes responsibility for any loss of property by persons attending and agrees to assume responsibility for damage or theft to the Museum and its contents by anyone attending their event.
- The lessee understands that some areas of the museum will remain closed to public access for security and safety reasons.
- The Old Coast Guard Station is a non-smoking facility.
- Use of the Virginia Beach Maritime Museum, Inc. t/a The Old Coast Guard Station name is permitted only to announce the location for the event. The lessee may make no claim the Museum is in any way sponsoring the event. The Museum staff must approve any exceptions in writing.

Scheduling, Set Up, and Break Down

- Events may only be held during Museum non-operational hours unless Museum staff grants a waiver.
Museum operational hours:
Monday – Saturday 10:00 AM – 5:00 PM
Sunday Noon – 5:00 PM
Museum closed to the public on Mondays October 1 – Memorial Day.
Set up may not begin in the Museum until 5:00 PM.
All events, including break down, must end no later than 11:00 PM. An additional fee will be charged for any time past 11:00 PM.
- All packages and/or materials brought into the Museum for decoration, presentation, etc. are subject to inspection and can be delivered no earlier than specified times. These materials **MUST** be removed immediately following the end of the event. No materials, tables, chairs may be stored at the Museum prior to or following the event.

- The Museum staff, prior to the signing of the Agreement, MUST approve all vendors and caterers.
- Tables: The Museum has five 6-foot banquet tables and two card tables that may be used. Lessee/caterer is responsible for set up, cleaning/and replacement of tables in storage area.
- The lessee/caterer is responsible for setting up and breaking down tables, chairs, cleaning, and carrying out all trash (including empty bottles, unused bags of ice, etc.)
- The lessee MUST schedule a logistics walk-through 30 days prior to the event at the Museum with the caterer, event or wedding coordinator, and designated Museum contact person. The walk-through should take place no less than 15 days prior to the event. Final arrangements for the event, including placement of tables, set-up equipment, electrical needs, and details associated with the event must be approved at this time.
- Museum staff will remain on-site during the event to provide security. Should additional security be required, all costs will be the responsibility of the Lessee.

Catering & Decorations

- The caterer may begin set up at 5:00 PM.
- The Museum does not have any kitchen facilities (refrigeration, stove, oven, etc.) No open flames (including sterno) may be used. The caterer should plan menus in accordance. Food must be served in a covered setting (i.e. indoors, on porch, or under a tent.)
- **If alcohol is served, the lessee/caterer MUST provide an alcoholic beverage permit.** A copy of this permit MUST be delivered to the Museum 15 days prior to the event.
- Alcohol is not permitted on Museum grounds unless prior arrangements have been made to utilize Museum grounds for event and event fencing is in place.
- Museum staff reserves the right to approve all decorations brought into the Museum. **Items are not permitted to be hung on walls or placed on museum displays/exhibits.**
- **Open flames are a great hazard and are not allowed in the Museum;** however, smokeless, drip-less, mechanical candles may be used.
- Confetti, glitter, birdseed, rice, and balloons are not allowed anywhere in the Museum building or on its grounds.

- State law prohibits the use of sparklers and similar fireworks on public property. No sparklers or similar items may be used in the Museum building or on its grounds.
- Museum exhibits and artifacts will not be moved for any event.
- Flowers, plants, greenery, etc. MUST come from business-licensed florist/nursery/wholesaler. “Backyard” or “home” grown flowers, plants, greenery, etc. are not allowed due to a risk of infestation of artifacts by bugs.

Grounds and Tents

- The Museum grounds will be available upon request unless another event is taking place in the 24th Street Park or Boardwalk. **Permission to use Museum grounds will need to be approved by the City of Virginia Beach Special Events Office. Museum staff will provide necessary information.**
- Permission to set up tents on Museum grounds will only be given after Museum staff has reviewed the Lessee’s request. Tents must be set up in accordance with City of Virginia Beach regulations. Stakes may not be used to anchor tent. Set up and Break Down of tents must occur as close to event time as possible. Fines may be issued to Lessee if tents remain on Museum grounds for an extended amount of time.

Additional

- Parking is available at the city municipal lot at 25th Street and Pacific Avenue as well as on-street meter parking. (City fees not enforced November 1 – March 31.) Special parking arrangements for caterers may be available if space allows; Museum staff will determine.
- Driving and/or parking on City sidewalk, Boardwalk, 24th Street Park and Museum grounds is NEVER permitted.
- The Museum Gift Shop will be closed and off-limits unless prior arrangements are made with Museum staff.
- Due to the nature of the facility, the Museum cannot provide dressing rooms or a space to be used as a nursery or babysitting area. Behavior and welfare of minors is the responsibility of the Lessee.
- The Museum must be notified of any changes immediately.

For any questions or clarifications regarding these restrictions, please contact the Museum.

Please answer the following questions:

How many people will attend the event? _____

Will the event be held outside on the Museum grounds? _____

If held outside, will you use tents? _____

Will food be served at the event? _____

Will alcohol be served at the event? _____

Will music be provided at the event? _____

If so, will it be recorded, DJ or a musician/band? _____

Is this a private event or is the public invited to attend (ticketed or free)?

I have read, understand, and agree to abide by these regulations.

Print Name

Event Date

Business/Organization Name, if applicable

Signature

Date