



MUSEUM OF CHINCOTEAGUE ISLAND

RENTAL INFORMATION

(757) 336-6117

MuseumofCI@gmail.com

Chincoteaguemuseum.com

7125 Maddox Blvd. Chincoteague Island, VA 23336

PO Box 352 Chincoteague Island, VA 23336

DESCRIPTION of RENTAL SPACES

Museum

The Museum of Chincoteague Island is available for small, indoor rentals. The space is ideal for meetings, lectures, small food programs, and social events. Renters have the chance to use history as a backdrop for their event. Guests are welcome to walk around the Museum exhibits and learn about the varied history of those living and working on Chincoteague in the past and present day.

Legacy Pavilion

The Legacy Pavilion is a beautiful outdoor facility overlooking the marsh and waterway between Assateague and Chincoteague Islands. It has great views of the Assateague Lighthouse and Channel. The Pavilion is screened in, allowing fresh breezes year round. Please note: the Pavilion is entirely enclosed and has ceiling fans. The space is ideal for events including wedding ceremonies, birthdays, food events, music, and more!

Museum of Chincoteague Island



Legacy Pavilion



WHO MAY RENT?

The Museum of Chincoteague Island and the Legacy Pavilion are available for rent only to Museum members. You can easily become a member by purchasing an annual membership for as little as \$25.00.

Current board members and life-time members are welcome to use the Pavilion in accordance with Museum policies, when it is available, at the discretion of the Executive Director. The Executive Director may waive all or part of the usage fees for current board members and lifetime members.

The Renter is responsible for obtaining any licenses required for the scheduled event and must submit copies to the Executive Director at least thirty days in advance of the event.

The Museum assumes no liability for the loss or damage of personal property in the event area before, during, and after the event.

The Museum shall not be held liable for failure to carry out provisions of the agreement due to conditions beyond the reasonable control of the Museum.

With regard to the use of its facilities, the Museum of Chincoteague Island requires that clients abide by the following core values to which the Museum subscribes:

- The Museum's primary interest is providing a venue for educational opportunities
- The Museum is respectful of the environment
- The Museum is considerate of its neighbors
- The Museum is compliant with laws and regulations regarding the managements of events.

Museum facilities are available for:

- Private events hosted by individual adult Museum members and events by non-profit organizations having at least one adult Museum member
- Community service events

The Museum facilities are NOT available for:

- Political events
- Religious events, although exceptions may be made as appropriate for events such as weddings, memorial services, etc. at the discretion of the Executive Director
- Private business events for financial gain (e.g. fundraisers such as auctions)
- Any event deemed by the Executive Director and the Events Committee as not in keeping with the Museum's mission

RENTAL FEES

Museum of Chincoteague Island is rented by the hour for a maximum of 7 hours. Rentals can begin no earlier than 8:00 am and end no later than 10:00 pm. At least one hour prior to and following the event must be rented to include time for event set-up and clean-up (included in the 7 hour maximum).

The Museum of Chincoteague Island is not available for rent on Mondays or Federal Holidays.

A weekend is considered Friday, Saturday, and Sunday.

Rates and availability vary based on the time of year – please read the following charts carefully.

January - May & September – December (Available Tuesday-Sunday)

	Day Rate (8 am-3 pm)	Evening Rate (3 pm-10 pm)	Security Deposit
Museum Weekday	\$30/hr	\$50/hr	\$100
Museum Weekend	\$50/hr	\$70/hr	\$100

	Day Rate (8 am-3 pm)	Evening Rate (3 pm-10 pm)	Security Deposit
Pavilion Weekday	\$40/hr	\$60/hr	\$100
Pavilion Weekend	\$60/hr	\$80/hr	\$100

	Day Rate (8 am-3 pm)	Evening Rate (3 pm-10 pm)	Security Deposit
Museum & Pavilion Weekday	\$60/hr	\$100/hr	\$100.00
Museum & Pavilion Weekend	\$100/hr	\$140/hr	\$100.00

June – August (Available Tuesday-Sunday)

Museum is available for rent on a case by case basis during this time

	Day Rate (8 am-2 pm)	Evening Rate (3 pm-10 pm)	Security Deposit
Pavilion Weekday	\$40/hr	\$60/hr	\$100.00
Pavilion Weekend	\$60/hr	\$80/hr	\$100.00

RESERVATION and FEE PAYMENT

A reservation becomes official when the Renter signs a use agreement and makes a rental payment deposit of 50% of the applicable rental fee. The balance of the rental payment must be paid no later than two (2) months prior to the event. Rental payments may be made by personal check, cash, certified check, or credit card. The Executive Director of the Museum of Chincoteague Island reserves the right to cancel the event if the remainder of the payment is not made according to schedule.

Please make checks payable to "Museum of Chincoteague Island"

Potential Renters may request a tentative reservation for only one rental date. A "hold" on that date will be maintained for ten (10) days. The "hold" will expire at the close of business on the tenth day, unless an official reservation is made. Potential renters are encouraged to be mindful of the expiration date of tentative reservations.

If at all possible, rentals should be booked at least two (2) months before the scheduled event. If an event is booked within 2 months of the date of the event, the entire rental fee and security deposit must be paid at the time of booking.

A completed RENTAL APPLICATION must be provided to the Executive Director prior to booking.

SECURITY DEPOSITS

A security (damage) deposit must be paid two (2) months before the event and is required for all events. Security deposits are refunded within 30 days of the event provided there are no charges due to damage, loss, clean up, extensions of contract time, or other violation of the rental rules and regulations. Security deposits may be paid by personal check, certified check, cash, or credit card. The security deposit does not apply towards the rental fee and must be paid as a separate payment. The Renter will be charged a fee in the event of a stop payment or returned check.

The security (damage) deposit or any portion thereof may be forfeited for:

- Damage beyond reasonable wear and tear
- Failure to leave the premises in a clean condition
- Staying past the allotted rental period

The deposit is non-refundable in the event of a client cancellation. The Executive Director may make exceptions in extraordinary circumstances, i.e. a death of a person important to the scheduled event.

CANCELLATION and REFUNDS

All cancellations must be in writing and addressed to the Executive Director of the Museum of Chincoteague Island. Telephone cancellations will not be accepted. In the event of cancellation, all rental payments, less a 20% administrative fee, will be refunded. An official reservation requires a rental deposit and a signed contract. In the event of cancellation, the entire security (damage) deposit will be refunded.

The Renter is responsible for notifying the Executive Director in the event of a change of address. Otherwise, the refund check, (if applicable) will be mailed to the address on the original contract.

REHEARSALS

Rehearsals for events may be scheduled on the day before the event after 5:00 pm and the fee is \$50.00 per hour. Rehearsals must be scheduled and paid for thirty (30) days in advance. No refreshments may be served at rehearsals.

CAPACITY

The maximum capacity for (mingling) guests inside the Museum is 55 and the maximum capacity for (mingling) guests inside the Legacy Pavilion is 60. This does not include catering staff or entertainers. However, due to the configuration of the rooms, the capacity may be less for certain types of events. The capacity of the Museum building is limited to 26 seated at tables and 45 seated theater-style. The capacity of the Legacy Pavilion is limited to 40 seated at tables and 50 seated theater-style. Capacity is strictly upheld. If the Renter's event exceeds the maximum(s), it will be terminated.

ACCESSABILITY

The Museum of Chincoteague Island encourages and supports the participation of individuals with disabilities. The Museum building and restrooms are handicap accessible. The Legacy Pavilion is accessible via an outdoor, electric lift (maximum load 750 lbs).

HOURS of OPERATION for FUNCTIONS

The Museum of Chincoteague Island is rented by the hour and will be available to the Renter at the starting time stated in the rental agreement. All caterers' and other contractors' set-up and clean-up must be made within the contracted time period. All deliveries (e.g. rental equipment, flowers, cakes, etc.) must be made within the contracted time. Renters, guests, caterers, or other vendors will not be permitted inside prior to, or to remain on the ground after, the contracted time. Occupancy of the premises prior to or after the contracted time will be subject to over-time charges in accordance with the rental fee schedule in this brochure.

The Museum of Chincoteague Island hosts its own public events in these spaces. Rentals are scheduled around these published dates.

DECORATING and SET-UP

The Executive Director reserves the right to review and approve promotional materials for any scheduled event.

The Museum will prepare a variety of room set-up and furniture placement charts from which the client may choose. Modifications to the room arrangements shown in these charts must be approved by the Executive Director.

All decorations must be approved by the Executive Director no later than two (2) weeks prior to the event. No glue, nails, tacks, or tape may be used to secure decorations to any surface of the Museum or the Legacy Pavilion. No loose glitter or confetti (e.g. sprinkled on tables) is allowed. All decorations must be removed at the close of the event. The Renter may be charged up to \$100.00, to be deducted from the security (damage) deposit, in the event of non-compliance with this rule.

Open, unprotected flames are not permitted in the Museum or Legacy Pavilion. Hurricane globes, supplied by the Renter, may be used – the flame cannot protrude above the top of the glass container. In the event of wax spillage on equipment or floors, the Renter may be charged up to \$100.00, to be deducted from the security (damage) deposit. Neither helium nor air-filled balloons may be used. No balloons, animals, or lanterns may be released on the Museum of Chincoteague property. The property is located next to a fragile marshland ecosystem which must not be impacted by debris or invasive species. No rice, confetti, birdseed, or similar material may be thrown inside the facilities or on the grounds.

From time to time, areas of the Museum, Legacy Pavilion, and grounds may present an altered appearance due to exhibits, restoration, or construction work. These may not be removed; however, every effort will be made to inform prospective Renters in advance of these events.

Set up is the responsibility of the Renter or the Renter's caterer, and all set up must be done within the contracted period. However, as a courtesy, The Museum of Chincoteague Island may, with prior notice, be able to provide set up of tables and chairs. No furniture may be moved during the event. Unless instructed otherwise by the staff on duty, the caterer is responsible for taking down and storing tables and chairs after the event.

Any chairs, tables, or other equipment used outside of the Museum and Legacy Pavilion must be provided by, and set up and taken down by a rental company and must be delivered and removed during the contracted period. The Museum of Chincoteague Island staff cannot sign for or otherwise be responsible for these items.

FOOD and CATERING

Neither the Museum of Chincoteague Island nor the Legacy Pavilion has a kitchen. All food must be prepared off site and delivered ready to serve.

Non-Catered Event

The rental party may bring in and serve simple prepared food items. The following are examples of simple or prepared food items: boxed lunches, sandwiches, pizza, party trays, etc. No heating elements are permitted (i.e., Sternos[®], chaffing dishes, hot plates, steam trays, BBQ grills, fondue pots, etc.). The renter is responsible for all setup, serving, and cleanup; all of which must occur during the rental period. The Executive Director or designated staff must be informed no less than ten (10) days prior to the rental period if you plan to serve any non-catered food.

Renters choosing to serve non-catered food **MUST** agree to and sign an indemnity waiver. **See page 13**

Catered Event

A professional caterer (or caterers) can be contracted by the Renter to supply and serve food and drink for the event. All caterers must have an applicable Health Department license and liability insurance coverage of at least \$1,000,000. The above documentation must be provided by the caterer one (1) month prior to the rental date.

It is the Renter's responsibility to forward the Caterer's list of instructions and check list. The Renter must also make all arrangements with the caterer regarding set-up of food, drinks, tableware, tables and chairs, linens, and the number of service personnel. All first time caterers to the Museum of Chincoteague Island must meet with the Executive Director or designated staff at least one (1) month prior to the event for a walk-through of the museum.

Food and drink must be served, carried, and consumed only within the front carpeted area of the Museum and in the Legacy Pavilion. Food is not permitted in the exhibit areas of the Museum.

Catering and other service trucks may unload close to the Museum or Legacy Pavilion, but must then be parked in one of the designated parking areas. No vehicles may be left in the entrance and exit driveways.

ALCOHOL

Alcoholic beverages may be served, but their re-sale (such as at a cash bar) is prohibited. Kegged beer is not allowed in either the Museum or Legacy Pavilion. To avoid staining the carpets in the Museum red beverages of all kinds are prohibited. This includes red fruit punches and soft drinks as well as red wine.

The Museum requires proof of a Virginia ABC liquor license for **all** events serving wine, beer, &/or liquor. The cost of this license is determined by the State not the Museum and may be obtained online at: www.abc.virginia.gov/licenses/get-a-license/banquet It is the renter's responsibility to obtain and provide proof of the liquor license four (4) weeks in advance of the event.

SMOKING

Smoking is not permitted in the Museum, in the Legacy Pavilion, or on the grounds.

MUSIC/AMPLIFIED SOUND

The Museum of Chincoteague Island is a good neighbor in a mixed residential and commercial district. Live or recorded music or amplified sound may be used inside the Museum or in the Legacy Pavilion. Town of Chincoteague noise regulations limit sound to 65 decibels from 7 am to 10 pm. Therefore, no amplified music or sound is permitted past 10 pm. Renters must provide their own sound systems. Electrical requirements beyond those normally provided must be specified by the client and approved in advance by the Executive Director.

RESTROOM FACILITIES

The Museum of Chincoteague Island has 1 women's restroom and 1 men's restroom located within the Museum building. These are both handicap accessible. For events hosting less than or equal to 45 guests, these restrooms are sufficient. For events hosting more than 45 guests additional, portable restrooms are required. The Renter is responsible for arranging for the use of these toilet facilities. The Museum of Chincoteague Island staff cannot sign for or otherwise be responsible for these items.

PARKING and GROUNDS

Cars, including caterers' vehicles, are to be driven only on paved areas. A gravel lot surrounds the Museum building, with several paved parking spaces in front of the Museum, parallel with Maddox Blvd. Entrance and exit to the Museum property must be accessible at all times. Parking is limited. Please encourage guests to carpool whenever possible. Arrangements for the use of neighboring parking lots are the responsibility of the client.

FURNITURE and EQUIPMENT

The Museum of Chincoteague Island provides the following furniture and equipment. All furniture is for use *inside* (Museum or Legacy Pavilion) only. Additional rented equipment may be brought in as required, but Museum of Chincoteague Island staff cannot sign for or otherwise be responsible for these items. All such equipment must be delivered within the agreed upon rental period.

Below is a list of furniture owned by the Museum and available for your use:

Folding Table, 24"x48"	1	
Folding Table, 29.5"x72"	3	
Folding Table, 30"x71"	8	
Folding Table, 30"x96"	1	
Plastic Folding Chairs	50	
Projector & Screen	1	
Metal Chairs with Cushion	38	[Museum use only]
Wooden Table, 32"x60"	1	[Museum use only]
Wooden Table, 29"x29"	1	[Museum use only]
Wooden Table, 32.5"x32.5"	1	[Museum use only]

INSURANCE

The Renter is responsible for providing his or her own liability insurance for this event, proof of which must be provided to the Executive Director no later than two weeks prior to the event. Most Renters are able to secure this low cost day event rider through their home owner's insurance policy, their auto insurance provider, or through their company.

In addition there are many online services that are able to provide coverage ensuring you and your guests are properly covered during your event. Below is a list of possible options. The Museum of Chincoteague Island encourages you to research the most appropriate vendor for your needs.

www.wedsafe.com

www.wedsure.com

www.Geico.com

www.Progressive.com

www.markelinsurance.com/event

www.theeventhelper.com

www.theBaxterinsurancegroup.com

MISCELLANEOUS

The Museum of Chincoteague Island will have staff on duty during your event. The staff will have full authority to enforce all rules and regulations concerning use of the Museum, Legacy Pavilion, and Museum grounds. The staff will have the right to terminate the function if, after the first warning, the rules and regulations are not observed by your party. In the event of such a termination, no refunds will be given.

You are required to have a designated day-of coordinator to handle arrangements during the event. This is the contact person between the event and the Museum staff.

It is the renter's responsibility to ensure that your guests do not carry food or drink into the exhibits area of the Museum.

Children must be under supervision of an adult at all times.

Waivers and Exceptions: Any exceptions or waivers of these rules shall be in writing, signed, and dated by the Museum Executive Director and the Renter, and must be determined at the time the rental is made.

Revised May 2018



Museum of Chincoteague Island Rental Application

APPLICANT INFORMATION

Name of Applicant: _____
Business/Organization: _____ 501c3? Yes / No [circle one] _____
Address: _____
City: _____ State: _____ Zip: _____
Day Phone: _____ Cell Phone: _____
Email Address: _____

EVENT DETAILS

Venue? Museum / Pavilion [circle one] _____
Event Name: _____
Event Date: FIRST CHOICE: _____ SECOND CHOICE: _____
Start Time: _____ End Time: _____
Event Description: _____

EVENT FEATURES

Circle all that apply to your event. Please note some features may require additional permit or fees.

Food Service: Yes / No _____
Alcohol Service: Yes / No _____
Amplified Sound: Yes / No _____
Entertainment: Yes / No _____

Are you planning to use/erect [circle]:

Tent Canopies Stage Platforms Signage Portable Toilets Dumpsters

How did you hear about renting the Museum of Chincoteague Island and/or the Legacy Pavilion?

Mail/email complete Rental Application to:

Museum of Chincoteague Island, PO Box 352, Chincoteague Island, VA 23336



ACKNOWLEDGEMENT & ASSUMPTION OF RISK, RELEASE AND INDEMNITY WAIVER

**THIS IS A LEGALLY BINDING AGREEMENT. BY SIGNING THIS DOCUMENT, YOU ARE WAIVING CERTAIN RIGHTS, INCLUDING THE RIGHT TO BRING A LAWSUIT TO RECOVER DAMAGES IF YOU OR YOUR GUESTS ARE INJURED WHILE PARTICIPATING IN YOUR ACTIVITY AT THE MUSEUM OF CHINCOTEAGUE ISLAND.
*PLEASE READ CAREFULLY BEFORE SIGNING.***

PURPOSE OF THIS INDEMNITY WAIVER: The Museum of Chincoteague Island and its employees, board, and volunteers (hereafter referred to as “The Museum”) seek indemnity from any and all liability, violations, and damages that may result in the use of The Museum’s rental spaces on _____ of 20 _____.

In consideration for using The Museum’s rental facilities without a licensed catering service I –
(print name) _____ agree and acknowledge that

- 1) I or my group will adhere to all applicable rules, regulations, policies and hours of use of The Museum.
- 2) I or my group will exercise reasonable care and good judgement in using the facilities.
- 3) The program in which I am participating is not affiliated with or organized by The Museum and The Museum simply provided the facility for rental to the group with which I am involved.

INDEMNIFICATION AND RELEASE OF LIABILITY: In return for The Museum allowing me the use of their facilities, I agree to assume and accept all risks arising out of, associated with, or related to my using The Museum’s facilities without a licensed catering/food preparation service. The risks I or my group indemnify The Museum from include, but are not limited to;

- 1) Any state or federal health code violations beyond the beyond The Museum’s physical structure and layout: _____(initial)
- 2) Any food borne illnesses relating to food preparation and the service of a consumable served during the event: _____(initial)
- 3) Furthermore, I fully understand that food borne illness symptoms may not present themselves immediately and therefor I agree to indemnify The Museum of any harm that may result from the preparation of that food: _____ (initial)

ACKNOWLEDGEMENT: I acknowledge that I have read this agreement, I have had sufficient time to review the terms, and I have executed this agreement voluntarily. I understand that this agreement is to be binding upon myself, my heirs, executors, administrators and representatives in the event of my death or incapacity.

Signature of Renter: _____ Date: _____

Printed name of Renter: _____



INSTRUCTIONS TO CATERERS/RENTERS
Museum of Chincoteague Island
7125 Maddox Blvd. Chincoteague Island, VA 23336

If food or drink is served at an event, the Renter is ultimately responsible to see that these instructions are followed. If your caterer is just dropping off food and not staying for clean-up, please be sure that you follow this list. The rental period includes catering set-up and take-down time. The Museum of Chincoteague Island cannot provide any service personnel, linens, tableware, food or drink, or cleaning supplies. Caterer, please see that the personnel on site have a copy of these instructions. If the contracted caterer has not worked at The Museum of Chincoteague Island before, a walk-through must be scheduled at least 30 days before the event.

No cooking facilities, freezer, refrigerator, or ice maker are available.

No linens, dishes, or other equipment may be left after the event for later pick-up. Arrangements must be made to have everything removed by the end of the rental period.

THE CATERER (OR RENTER) WILL:

___ Check in with the staff at time of arrival. Before the event, the staff will insure that no red wine, red punch, other red beverages, or keg beer is to be served.

AFTER THE EVENT:

- ___ Thoroughly wipe down table tops.
- ___ Make sure all recyclables (cans, glass, plastics) are in the recycling bin, NOT the trash cans.
- ___ Vacuum Museum floor/sweep and mop Legacy Pavilion floor.
- ___ Remove all food containers from Museum and Legacy Pavilion.
- ___ Break down and store Museum's tables and chairs used for the event.
- ___ Remove all trash to the large dumpster across the parking lot from the Legacy Pavilion.
- ___ Walk through Museum, Legacy Pavilion, and parking lot to pick up trash.

At the end of the event, staff on duty will inspect the rented areas to insure that the Museum is free from damage and litter. Any damage will be noted.

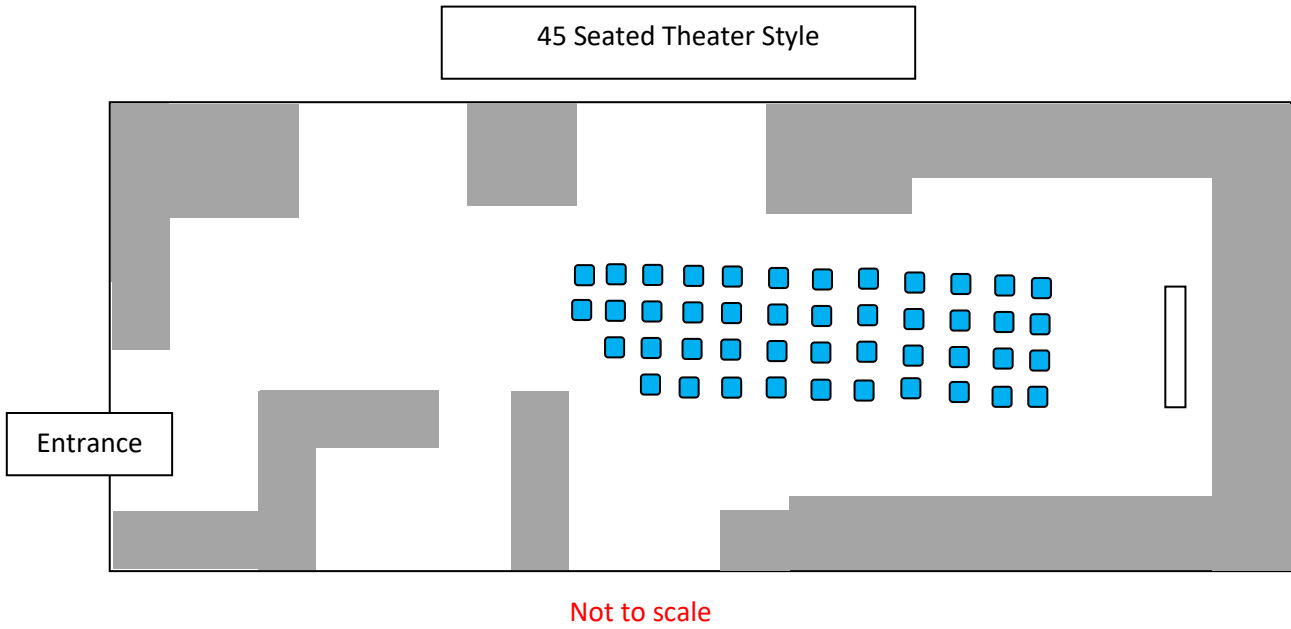
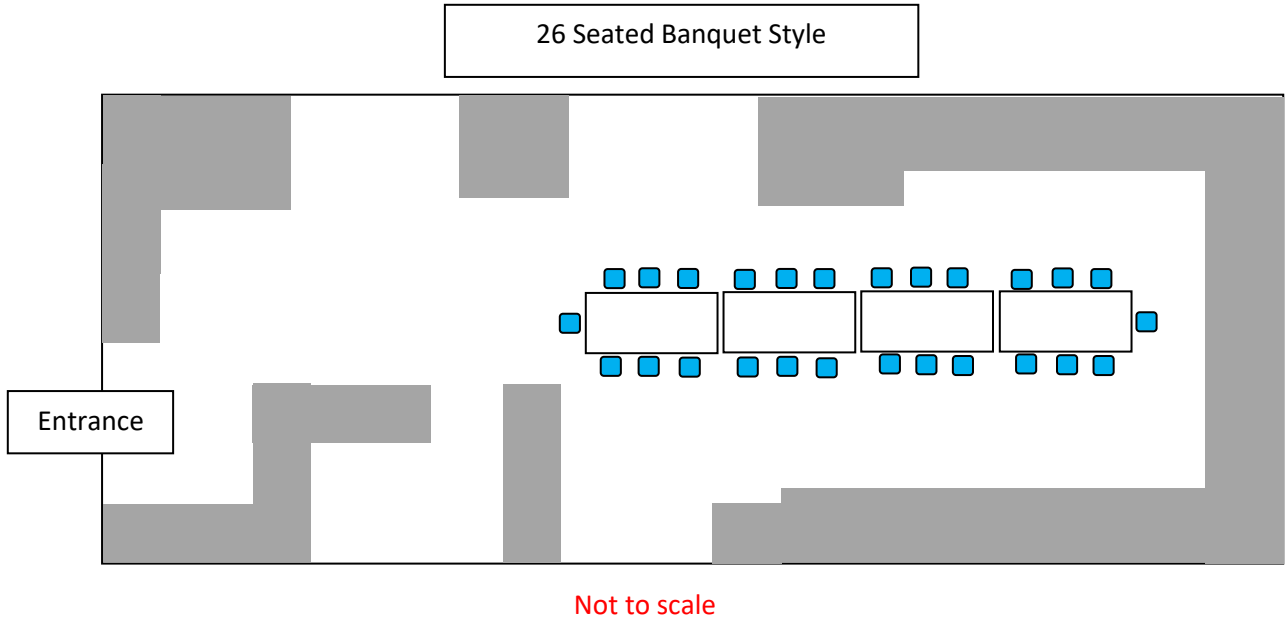
Inspected by:

Damage noted on back

Museum of Chincoteague Staff

Date

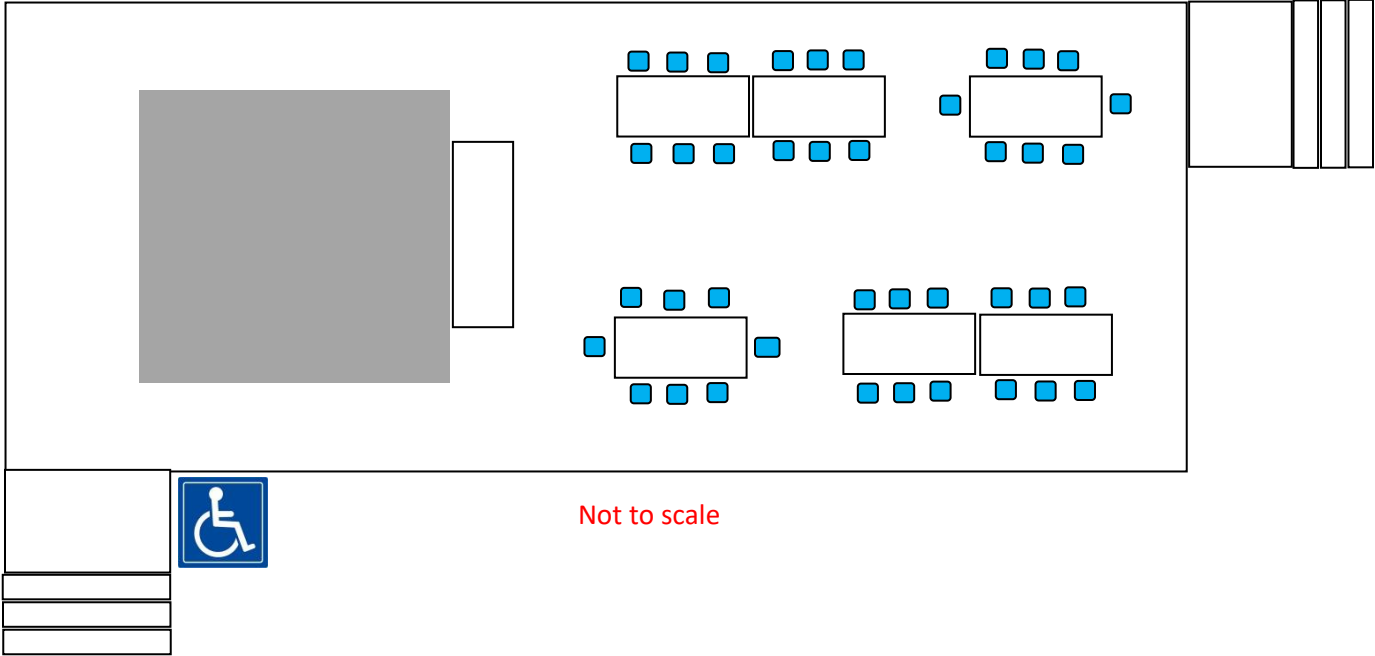
SUGGESTED ROOM SET-UPS (Museum Building)



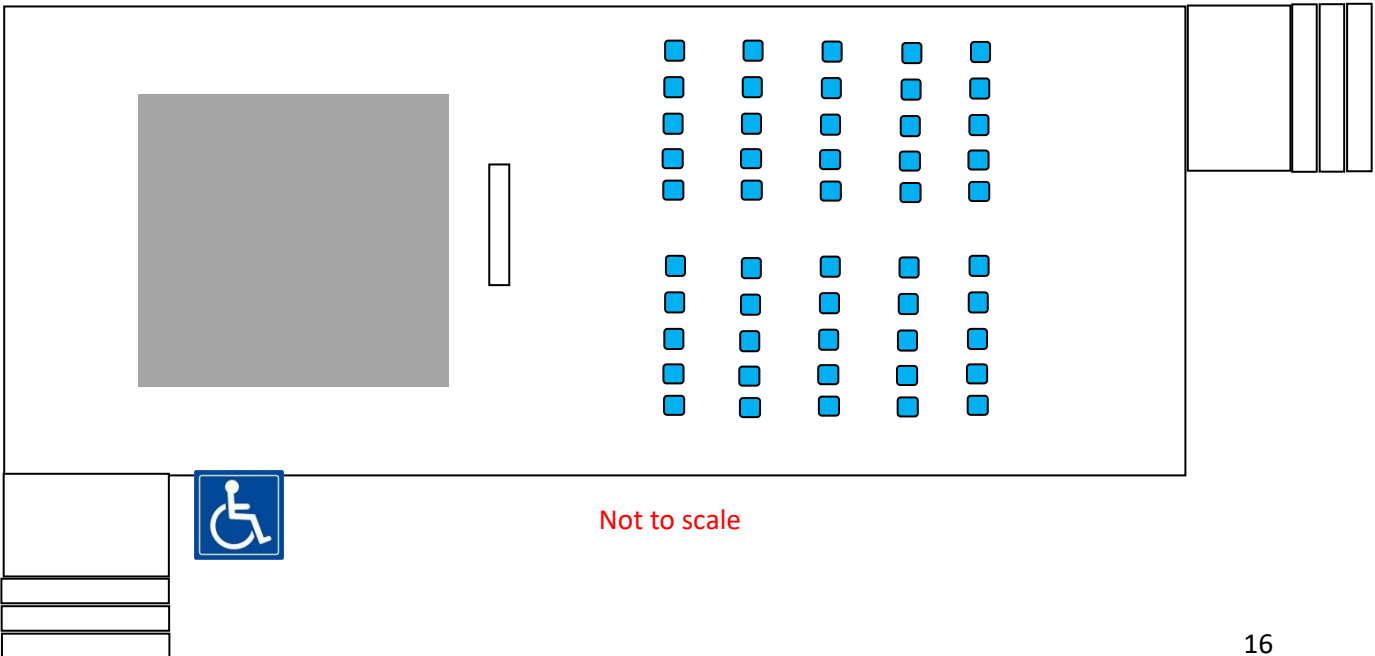
SUGGESTED ROOM SET-UPS (Legacy Pavilion)

Maximum capacity for mingling - 60

40 Seated Banquet Style



50 Seated Theater Style



MUSEUM OF CHINCOTEAGUE ISLAND – PREFERRED VENDORS

This is a list of vendors who have provided services to renters at the Museum of Chincoteague Island. We have no financial or other interest in these individuals or firms. This list is furnished only for your information and is based upon our observations of their performance and comments from their customers. There are other vendors in this area who have so far not served functions at the Museum, and you are free to engage them, so long as they are licensed, insured, professionals. Any caterer serving a function at the Museum for the first time must schedule a walk-through 30 days in advance of the event, and provide proof of food service license and insurance at that time.

If you choose a caterer or other professional who has given unsatisfactory performance at the Museum of Chincoteague Island, you will be notified and will be required to engage another firm.

CATERERS

(coming soon!)

PHOTOGRAPHERS

(coming soon!)

PORTABLE RESTROOMS

Moore's Portable Solutions

<http://www.moorescompanies.com/portable-restroom-rentals/>

757-442-2734

CAKES & DESSERTS

(coming soon!)

MUSICIANS

(coming soon!)