



Facility Rental Terms and Conditions

We are pleased to have you as a client of the Children's Museum of Richmond (the "Museum"). The Children's Museum offers a unique and exciting alternative to the typical facility rental space for any special event or occasion. **Thoroughly read this document as well as other information given to you.**

FEES

Facility Rental Fee. Rental charge for contracted room(s) or building. The Facility Rental Fee does not include the Security Deposit (see below), and is due in full 60 days prior to the date of the contracted event. For events booked less than 60 days in advance, all fees are due with the signed contract.

Facility Rental Deposit. A Facility Rental Deposit is required with the signed Facility Rental contract and guarantees a client's reservation. It insures the Museum against the cancellation of the event. The deposit is half of the base Facility Rental Fee.

- Required to finalize reservation.
- Non-refundable (applied to the total rental fee).
- Failure to pay the balance 60 days prior to the event will result in forfeiture of reservation.

Security Deposit. A Security Deposit is required with the signed contract and acts as a Damage Waiver at the time of the event for damages incurred to the Museum by the client or the client's guests or vendors. The deposit is half the Facility Rental Fee up to \$500.

- Provide credit card number two months prior to event.
- Client will be notified within 30 days of the event if credit card will be charged (due to unsatisfactory inspection of the rented facility by Museum staff and / or non-compliance with any of the terms and conditions listed in this packet of information).
- If an event is booked fewer than 60 days in advance, the full rental fee and security deposit is due at the time of reservation.

CANCELLATION

A reservation may be cancelled at the discretion of the Museum if a signed contract is not returned within two weeks of issuance, if a contract is returned without the required signatures or Security Deposit, or if the contracted Facility Rental Fee is not paid in full 60 days prior to the event. In this last instance, the client forfeits the Facility Rental Deposit.

- The non-refundable Facility Reservation Deposit will be forfeited by the client in the case of cancellation at any time.
- Cancellation of event within 48 hours of the event will result in forfeiture of all paid fees.

FACILITY DETAILS

Celebration Center	50 Buffet / reception; 32 seated dinner; 45 lecture
CMoR Playhouse	30 lecture
Grandis Gallery	70 Buffet / reception; 48 seated dinner; 70 lecture
Lobby	250 Buffet / reception; 120 seated dinner; 130 lecture (podium / stage in front of Celebration Center)
Pavilion	150 Buffet / reception; 100 seated dinner; 150 lecture
Discovery Den	30 lecture; 24 classroom (with 6 tables)

Space	Maximum Capacity	Rate - Day	Rate - Night
Full museum with exhibits	500 - 1600	N/A	\$4,000+ (\$6 per person over 500)
Full museum with exhibits	Up to 500	N/A	\$4,000
Full museum w/o exhibits	500 - 1600	N/A	\$3,000
Lobby	Up to 500	N/A	\$2,000
Pavilion	100 - 250	\$900	\$1,000
Pavilion	100 or less	\$500	\$800
Celebration Center	46	\$250	\$350
Lobby, Pavilion, and Celebration Center Package	700	N/A	\$2,700
Discovery Den	30	\$200	\$300
CMoR Playhouse*	50	\$1,000	\$400
Grandis Gallery*	100	\$1,000	\$400
The BackYard*	250	\$2,500	\$1,500

*These spaces require closing an exhibit during operating hours, thus are priced at a premium.

EVENT TIMING

Rates are for a 3-hour event. Renter can add one hour at the beginning for set-up and one half-hour at the end for breakdown at no extra charge. Additional time will be billed at 25% of the base rate.

FURNITURE & EQUIPMENT

The following is available for your event at no cost:

25	6' rectangular tables
120	adult stack chairs
25	child stack chairs
2	easels
1	catering kitchen (no oven; Celebration Center only)
	assorted extension cords

The following is available for your event at an additional cost:

1	podium & microphone	\$25	
1	projector & screen	\$50	(Pavilion only)
1	full kitchen ("What's Cooking Kitchen")	\$50	(night only)
1	full kitchen (staff area)	\$50	

The renter must provide their own linens, serving ware, coffee urns and other serving dishes.

DECORATIONS & CLEAN-UP

- The Client and/or Caterer is responsible for cleaning the rented area after the event (as arranged by the two).
- Areas left unclean or any damage to property may result in forfeiture of the entire refundable Security Deposit.
- Any rental equipment, including tables, chairs, linens and/or decorations must be delivered and removed the day of the event unless otherwise authorized, in writing.

FOOD SERVICE & ALCOHOLIC BEVERAGES

- Currently, any vendor with appropriate insurance coverage is allowed to provide food at the Museum. A recommended vendor list is available upon request.
- A one-day banquet license must be obtained by the Client or Caterer (as arranged by the two) from the Virginia ABC board if serving alcoholic beverages.
- All alcoholic beverages must be kept within the rented area.
- The Museum will not tolerate drunk and disorderly conduct; anyone exhibiting inappropriate behavior will be asked to leave immediately.



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SECURITY

The Museum does not tolerate the presence of illegal substances, firearms or other weapons. We reserve the right to call proper legal authorities if anyone is found possessing illegal substances or weapons on Museum grounds.

If the event lasts beyond 10:00pm with more than (200) attendees, the client is responsible for providing one security guard for every (200) people. Please contact Off-Duty Richmond City Police officers at (804) 646-5100 to make arrangements.

VENDORS

All vendors (rental contractors, entertainers, caterers etc.) must adhere to these Terms and Conditions. Vendor adherence to established guidelines is the client's responsibility. A vendor list must be completed and returned to the Museum 30 days prior to an event. Vendors may enter the Museum and begin to setup or install items during the agreed rental period and not before.

OTHER

Indemnification. Client agrees to indemnify the Museum fully against all claims, demands, injuries and damages, including attorney's fees and costs, resulting from any accident, injury, personal property damage or theft resulting from the use of any space or facility at the Museum.

Parking

- The Museum is not responsible for articles left in unattended vehicles.
- Parking is free and available on a first-come, first-serve basis. Parking spaces are not reserved for any rental event and may also be used by other visitors to both the Children's Museum of Richmond and the Science Museum of Virginia.

**For additional information and availability please contact
Katy O'Brien, Special Events Manager
at (804) 474-7007 or kobrien@c-mor.org.**