



MUSEUM RENTAL CONTRACT

Rental Rules + Regulations

- Renters must be or become members of Piedmont Arts. Membership fees are non-refundable.
- Host Member of Piedmont Arts must be present for duration of event.
- Piedmont Arts security or staff member must be present for duration of event.
- The integrity of the building, grounds and exhibits shall be respected.
- Events and activities may not oppose the purposes/goals of Piedmont Arts.
- Piedmont Arts is not available for public events that are solely political or religious in content.
- Piedmont Arts is not available for events requiring an admission fee.
- Piedmont Arts retains sole discretion in approving any event and in limiting the size and conduct of the event.
- No food or drink allowed in the galleries at any time.
- No smoking/vaping indoors at any time.
- Use of candles is prohibited inside Piedmont Arts, except votives in containers, which are permissible on tables.
- Piano may not be moved above ground floor.
- Beer kegs may be placed in the classroom or on the patio only.
- Outdoor music must not be loud and must cease by 9:30 pm.
- Host Member will be personally and solely responsible for the event, any damage that may result to the building and grounds and for the conduct of any guest attending the event.
- The building and grounds, including all items in kitchen, must be left in the condition in which they were originally found.
- Host Member is responsible for the removal of all items not owned by Piedmont Arts, such as decorations, etc., before leaving the premises following the event.
- Host Member will indemnify and hold Piedmont Arts harmless from any claim, demand or suit made or filed by any person or entity based on any incident or accident alleged to have occurred either during or in anyway related to the event scheduled by the Host Member, including any damages, costs or attorney fees incurred by or entered against Piedmont Arts.
- Effective July 1, 2021, balloon releases are illegal in the Commonwealth of Virginia.
- Any permits or licenses required by the city, state or federal governments are the responsibility of the Host Member.
- Event set-up due two weeks prior to event.

Rental Fee Schedule

During Business Hours	After Business Hours
10 am – 5 pm Event must be cleaned up and facility vacated by 5 pm.	5 pm – 11 pm Event must be cleaned up and facility vacated by 11 pm.
\$400	\$600

- Non-profit organizations are eligible for a 25% discount on rental fees. Proof of 501(c)3 status must be presented at time of contract signing.
- Capacity of 150 guests (not seated).
- Piedmont Arts is not available on select dates, including some weekends.
- All dates must be approved by the Rental Manager.

Additional Charges

Security Deposit	\$200	To be paid upon signing contract. In the case of property damage resulting from rental, Piedmont Arts will retain the security deposit. Otherwise, the security deposit will be returned within 10 days after event.
Rental Deposit	50% of Total	Deposit will be returned less 10% if cancellation is made a minimum of 30 days prior to event. Otherwise, Piedmont Arts reserves the right to retain the deposit.
Piano Tuning	\$100	Piano is available for use on ground floor. If tuning is requested by renter, a fee will be charged.
Tablecloth Rental	\$10 per cloth \$5 per topper	
ABC License	See Virginia ABC Rules	Events, where alcohol is served, require a license from the Virginia Department of Alcoholic Beverage Control. Host Member must purchase license. Visit www.abc.state.va.us for an application. A valid ABC license must be submitted to Piedmont Arts two weeks prior to event date.

Rental Manager

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