



# MUSEUM RENTAL CONTRACT

## Rental Rules + Regulations

- Piedmont Arts is available for rent to members only.
- 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 and, while private events need not be arts related, these 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 functions requiring an entrance or 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 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 must be left in the condition in which they were originally found.
- Host Member is responsible for the removal of all non-Piedmont Arts owned items such as decorations and the like 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.
- Rental fees are based on a four-hour period.
- Event set-up due at least two weeks prior to event.

## Rental Fee Schedule

Standard Rate	Nonprofit Rate	Business Hours
<i>Up to 75 Guests</i>	<i>Up to 75 Guests</i>	Tuesday – Friday: 10 am – 4:30 pm Saturday*: 10 am – 2:30 pm <i>Events during business hours must end by the above times.</i> <i>* Piedmont Arts is not available on select dates, including some Saturdays, due to exhibit installation.</i>
<b>\$250</b> During Business Hours	<b>\$150</b> During Business Hours	
<b>\$400</b> After Business Hours	<b>\$275</b> After Business Hours	
<i>76 – 150 Guests</i>	<i>76 – 150 Guests</i>	<b>Questions? Contact the Rental Manager:</b> Pam Allen 276.632.3221 pallen@piedmontarts.org PiedmontArts.org
<b>\$350</b> During Business Hours	<b>\$200</b> During Business Hours	
<b>\$500</b> After Business Hours	<b>\$325</b> After Business Hours	

### Additional Charges

<b>Security Deposit</b>	<b>\$200</b>	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.
<b>Rental Deposit</b>	<b>50% of Total</b>	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.
<b>Piano Use</b>	<b>\$100</b>	
<b>Tablecloth Rental</b>	<b>\$10 per cloth</b>	
<b>ABC License</b>	<b>See Virginia ABC Rules</b>	Events, where alcohol is served, require a license from the Virginia Department of Alcoholic Beverage Control. Host Member must purchase license. Visit <a href="http://www.abc.state.va.us">www.abc.state.va.us</a> for an application. A valid ABC license must be submitted to Piedmont Arts at least two days prior to event date.



**PIEDMONT ARTS**  
VISUAL • PERFORMING • EDUCATION

**MUSEUM  
RENTAL  
CONTRACT**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
REQUESTED DATE

\_\_\_\_ : \_\_\_\_ AM PM  
SET-UP START TIME

\_\_\_\_ : \_\_\_\_ AM PM  
SET-UP END TIME

\_\_\_\_ : \_\_\_\_ AM PM  
EVENT START TIME

\_\_\_\_ : \_\_\_\_ AM PM  
EVENT END TIME (INCLUDE CLEAN-UP)

\_\_\_\_\_  
NUMBER OF GUESTS

Standard Rate     Nonprofit Rate (ATTACH PROOF OF 501(C)3 STATUS)

\_\_\_\_\_  
NAME OF HOST MEMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
EMAIL

**Will alcohol be served?**

Yes       No

**If so, what type? (check all that apply)**

Beer       Wine       Mixed Drinks

*If alcohol is served, Host Member must submit valid Virginia Department of Alcohol Beverage Control license to Piedmont Arts two days prior to event date.*

**Host Member has read the Rental Contract and accepts all the terms and conditions thereof. Rental Contract must be signed and filed with Piedmont Arts and deposit must be made before event is considered booked.**

\_\_\_\_\_  
HOST MEMBER SIGNATURE      \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DATE

\_\_\_\_\_  
PIEDMONT ARTS REPRESENTATIVE      \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DATE

**FEE SCHEDULE** **OFFICE USE ONLY**

Piedmont Arts Membership:      \$ \_\_\_\_\_ (Non-refundable)

Rental Fee:      \$ \_\_\_\_\_

Piano Use:      \$ \_\_\_\_\_

Tablecloths:      \$ \_\_\_\_\_

Security Deposit:      \$ 200.00

**Total:**      \$ \_\_\_\_\_

<b>50% of Total:</b> DUE AT CONTRACT SIGNING	\$ _____	_____ PAID
<b>Remainder Due:</b> DUE TWO WEEKS PRIOR TO EVENT	\$ _____	_____ PAID