**Garden Rental Guidelines for Special Events & Contract 2024-2025**

The Anne Spencer Memorial Foundation, Inc. d/b/a/ The Anne Spencer

House and Garden Museum Inc. is a 501 (c) 3 Non-Profit Organization. The National and Commonwealth of Virginia historic house museum and garden are available for daily and weekend rentals. We appreciate your consideration of this historic site for your next event and are pleased to assist you in any way we possibly can.

# Rental Package: $1,200.00

Anne Spencer Rental Package Includes:

 The 4-hour private rental of the Anne Spencer Historic Garden and the *Spencer Visitor Education Center (opening summer 2024*) which are the perfect setting for a wedding party, poetry reading, meeting space or other small gatherings.

**Package also includes:**

* A half hour tour of the House Museum.
* A Museum guide and attendant available on site.
* A half hour tour of the House Museum.
* (1) 10 x 20 Tent
* (1) Pergola at the end of the brick driveway.
* (8) eight-foot-long tables and chairs. (To accommodate up to 80 people seated.)
* Port-A-Potty provided the Museum (until the event center is operational)
* Kitchen tent must be provided by renter (until the event center is operational)

Additional Packages are available. Please inquire or build your own. We are always willing to assist you in customizing your event.

**Rental Fees for Additional Hours of Garden Rental:**

 ½ hour event = $75.00 per ½ hour

 1 - 4 hour event = $100.00 per hour

* Each additional hour= $125.00 per hour
* **Rental Fees for Event Center Events**

 ½ hour event = $75.00 per ½ hour

 1 - 4 hour event = $100.00 per hour

* Each additional hour= $125.00 per hour

Rental of the inside of the Event Center is available for small indoor gatherings of no more than 35 people. The event center’s outdoor patio space (along with the garden when the season permits) are available for larger gatherings of no more 250 people. Children under the age of eighteen (18) are not allowed inside the museum without having an adult over the age of (21) present. Please call for special House Museum pricing and tours.

A 50% non-refundable deposit is due when the rental contract is signed. The remaining non-refundable balance is due at least 30 days prior to the event unless the event is booked within the 30-day time period, at which time payment in full will be due.

The maximum rental period is eight hours which includes time spent for set up and clean up. The eight hours does not have to occur consecutively in one day if the time slots are available. All time must be pre-scheduled.

Unscheduled rental time will be charged at $175 per hour.

There will be a $250 fee charged for movement of any item inside the museum, garden and/or cottage house that has not been pre-approved. Please remember, we require that the artifacts and decorative items, furnishings, etc. never be moved without the pre-approval and assistance from the museum staff or museum representative.

There is no smoking allowed inside any of the interior areas of the house museum, the writing cottage, or the event center. Without exception, anyone caught smoking will be asked to leave the premises and you will be charged a $200.00 fee per incident. The Renter will be required to pay the penalty on the day of occurrence. Smoking is allowed only outside the buildings at designated smoking areas, with all exterior doors and windows securely closed at the museum. Please ask an Anne Spencer House and Garden Museum staff member or representative where the designated smoking areas are for each event.

Wedding rehearsals may be held on any day prior to event. Rehearsals must be scheduled at least two weeks before the event. The rehearsal rental fee is included in the hourly rental.

**Commercial Photography Shoots Rental Fees:**

 ½ hour event = $75.00 per ½ hour

 1 - 4 hour event = $100.00 per hour

 Each additional hour= $125.00 per hour

All photography, digital imaging, film, and any other media form must be given credit to The Anne Spencer House & Garden Museum, Inc. and read as follows:

Site Credit Line: (Location courtesy of The Anne Spencer House and Garden Museum, Inc., Lynchburg, VA.)

Digital copies will be requested and will be archived at the museum for an indefinite time. Copies of images may also be used in the museums marketing and advertising.

All photographers must complete commercial permissions form before photographing the property.

# General Information

Renters are responsible for the cost of repair or replacement of any museum property (such as museum collections, buildings, grounds, contents, collections, or equipment) which is damaged or destroyed by the renter or anyone attending the function during an event covered by the rental contract. The cost of such repair or replacement will be determined by the museum.

No alterations to the museum’s galleries, walls, or any part of the historic site and buildings or exhibits are permitted. In order to maintain the integrity of the historic site and collections at The Anne Spencer House and Garden Museum Inc., the Foundation requires that the decorative items, furnishings, etc. never be moved without the approval and or assistance from the Foundation staff or representative.

Early delivery of decorations, floral arrangements, food, and/or beverages must be pre-arranged with the assigned Anne Spencer House and Garden Museum staff person or representative.

No fastening or securing devices of any kind may be used inside or outside the museum or event center and/or cottage house, this includes trees and any shrubbery, to hold up decorations or the like.

Kitchen space inside the event center is available for use and included in the rental fee. This kitchen space includes the use of the sink, dishwasher, stove, oven, and an onsite microwave. Refrigerator space is available. The kitchen is only available for non-commercial use. Please contact the Health Department for food preparation laws and requirements.

The Anne Spencer Memorial Foundation, Inc. does not have a liquor license. If liquor is to be served, you must utilize a caterer who will be required to obtain a liquor license, bartender and Event Liability Insurance and legally allows the distribution of liquor and naming The Anne Spencer House and Garden Museum Inc. as the certificate holder. Proof of the liquor license must be presented to The Anne Spencer House and Garden Museum, Inc. staff person or representative two-weeks prior to each event. The liquor license must be posted and remain onsite during each event.

. No sound equipment may be used without prior approval of museum staff or representative. All conditions must comply with the City of Lynchburg’s noise ordinances.

The delivery time and available storage of any supplies, gifts, and materials to be distributed to your guests will need to be approved by the Foundation. It is the Renter’s responsibility to remove any remaining supplies, gifts, and materials from the Museum immediately following the event.

All preparations and clean-up must be a part of the rental period and is the responsibility of the lessee.

The Renter is responsible for ensuring that there is always someone on site on their behalf during set-up and break-down. The Renter is responsible for all activities. The Renter or a representative of the Renter should not leave the property until these periods are completed. All garbage must be properly bagged and removed from the museum site before the end of the event.

Nothing whatsoever may be thrown inside the house museum, writing cottage, event center, or outside in the garden. (Such as bridal bouquet, garter, or objects of any kind.) No rice may be thrown at any location. Real flower petals may be thrown in designated outdoor areas.

There will be a designated area inside the museum and located on the second floor that overlooks the garden and will be available for the Bridal Party for dressing and changing.

Only the bridal party and necessary museum staff persons, will be allowed inside the Museum during the event.

Maximum standing capacity for the garden and eventer patio is 250 persons.

Parking is limited and it is recommended that the renter pay for onsite valet parking. The museum recommends that guests arrive by coach bus to alleviate any parking concerns. There is also parking at R.S. Payne Elementary School located on Fillmore Street that could be used for off street parking with permission from the school principal.

The renter can provide tables and chairs for the event, or the museum can provide the rental of tables and chairs. Tables and chairs must have rounded feet to prevent any puncturing of the ground.

The Anne Spencer House and Garden Museum, Inc. Board of Directors reserve the right to waive conditions of public use especially when in direct opposition to the established guidelines that serve the best interests of the museum.

# Publicity/Photography/Promo Materials

The Anne Spencer House and Garden Museum, Inc. is not the sponsor of your event, and our logo or image(s) may not be used without permission for any reason. A written copy of **all** printed materials using the name or logo in any way of The Anne Spencer House and Garden Museum Inc. must be approved in advance by the foundation. Failure to submit advance copy will be cause for the museum to cancel the event without any refund. A proof copy of such materials must be submitted for approval before final printing. Original sample copies of all printed materials, including invitations, program card(s), menu, etc. must be submitted prior to your event and approved.

If the museum is to be used for professional photographic work only, this must be scheduled at least two months in advance. There is a minimum charge of $150 for a half-hour session to take photographs for commercial use, with an

additional charge of $175 for each additional half-hour. Other photography fees may also apply. Please call for commercial pricing.

*There is no fee for non-professional photographic work. However, the credit line is to be listed as: (Location courtesy of The Anne Spencer House and Garden Museum, Inc., Lynchburg, VA)*

No photography whatsoever is allowed inside the museum and/or inside the cottage house without permission.

Additionally, the Anne Spencer House and Garden Museum Inc., reserves the right to photograph your event for future publicity and advertisement of special events and the Anne Spencer House and Garden Museum, Inc. photographs will be used for this purpose only.

Thank you!

Please contact us if you have any additional requests. We are always willing to assist you with customizing your event.

**The Anne Spencer House & Garden, Inc., Rental Contract & Confirmation**

Events are only confirmed upon payment of deposit and a signed contract by both parties.

50 % Deposit paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(All Payments are Non-refundable. Cancellations made within 30 days of your scheduled event will be charged 30% of the remaining balance*.)**

**By signing below all parties agree to uphold The Anne Spencer House & Garden Museum Rental Guidelines terms and conditions. (Attached)**

Signature Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Museum Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name (Renter): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell and Work number: Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_Copy of Event Certificate of Liability Insurance: Value of $1,000,000.00\_\_

**(Attach a copy to this contract.)**

Liability Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Producer (Insurance Company): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insured: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate Holder: The Anne Spencer Memorial Foundation, Inc.\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for confirming your event at The Anne Spencer House & Garden

Museum. If you have any questions or concerns, please contact us at

434.845.1313 or email us at: annespencer@annespencermuseum.org