

# Stabler-Leadbeater Apothecary Museum

## Rental Guidelines

The Stabler-Leadbeater Apothecary Museum encompasses two buildings that are more than 200 years old with a one-of-a-kind collection. Events must not cause undue wear and tear on the buildings, nor create intrusive noise to the neighboring community. The following guidelines will help you plan your event and ensure the preservation of our historic site and its collections. If you have any questions please contact the Rental Coordinator.

### CLIENTS

- A **non-refundable** 50% deposit of your rental fee, signed contract and signed rental guidelines are required to secure the Museum for your event. This deposit will be applied toward your total rental fee.
- One month prior to the event, the rental fee balance is due to the Museum as well as the event schedule, a list of vendors with contacts and anticipated delivery times.
- Should your event last longer than the time indicated in the "Rental Agreement" a fee of \$150 will be charged for every ½ hour beyond the end of the rental period.
- All cancellations must be received in writing to the Museum. In the event of a cancellation **less than 1 month** prior to the event, your 50% down payment is not refundable. All other rental fees acquired will be refunded.
- All events must end by 10:30pm and be cleaned up by our staff by 11:00pm.
- Due to the historic nature of the buildings, decorations may not be attached to walls, windows, woodwork, ceilings, or floors. No confetti, rose petals, sparklers, bubbles, glitter, rice, feather boas, spray cans of string confetti or similar items will be allowed. Only candles supplied by the Museum or approved dripless/smokeless/colorless candles may be used. Duct tape is NOT allowed to be used anywhere within the facility, including the floor.
- No smoking is permitted anywhere in the buildings.
- No pets or animals of any kind are allowed inside the building.
- **The Museum is not wheelchair accessible above the 1st floor.** The rental space is on the 2nd floor. Public restrooms are located on the 1st floor. The City of Alexandria complies with the terms of the Americans with Disabilities Act and offers accessible rental spaces at other City-owned sites.
- The Museum, its employees and agents, and the City of Alexandria assume no liability in connection with the scheduled event.
- The renter (and their contracted vendors) is responsible for any and all damage that occurs as a result of this event. The Museum should be left in its original condition

at the conclusion of the event. If damages have occurred, you will receive an invoice for the assessed amount following the event.

- All ABC regulations must be complied with during the course of the event. If a professional ABC-licensed caterer is not used but alcohol is being served at the event, a *one-day banquet license* must be acquired from the Virginia Department of Alcohol Beverage Control. A copy of this license must be submitted with your final payment.
- Tours are available for your guests at an additional \$4.00 per person. Advance notice of at least one month prior to event is required.

## CATERERS AND OTHER VENDORS

- The renter is responsible for making arrangements for all food, beverage, and other event needs. The Stabler-Leadbeater Apothecary Museum is not responsible for set-up or removal of this rental equipment.
- A list of outside caterers approved by the Museum is available. For all events not catered by an approved caterer, the catering contact must meet with the Rental Coordinator to review the Museum Guidelines and receive final approval.
- All deliveries can be unloaded and loaded in the front of the Museum.
- There is no on-site commercial kitchen for use by outside caterers, therefore all food **must** be prepared off-site. Plastic floor covering must be put down if you are setting up a bar.
- If you choose to use an outside caterer, their set-up time is included in the rental fee and can occur before your contracted event time.
- One month prior to the event, any outside caterers used must submit to the Rental Coordinator the event plan for approval.
- The Museum will provide one trashcan in the event space. All trash created by the event must be properly bagged and removed from the building at the conclusion of the event and put in the City of Alexandria garbage receptacles on Fairfax Street, one block over from the Museum.
- All food and drink should stay in the 2<sup>nd</sup> Floor Meeting Room. Please be aware and make an effort to clean up if a spill occurs, especially wine, fruit, and cake.
- All catering equipment and supplies must be picked up at the conclusion of the event. The Stabler-Leadbeater Apothecary Museum will not be responsible for any lost or stolen catering equipment or other supplies.

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I have read and understand these rules and guidelines. My signature constitutes a contract to abide by these rules. I understand should the Stabler-Leadbeater Apothecary Museum staff determine any of these rules were not followed, the renter will be charged accordingly.

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Signature of Renter

Date

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Signature for Apothecary Museum

Date