



Application for Great Hall Rental

Thank you for your interest in the rental of our facilities in the Hampton History Museum. Our space is available by reservation on a first-come, first-served basis.

- **AVAILABLE SPACE**

Consists of the **restrooms, great hall, kitchen, and courtyard**. No exhibit areas may be used without additional charges incurred.

- **FEE SCHEDULE**

- Departments of the City of Hampton:
 - During business hours: Free of Charge
 - Outside of business hours: \$50 per hour
 - Deposit required: None
- Civic groups or other non-profit organizations:
 - During business hours: \$25 per hour
 - After business hours: \$50 per hour
 - Non-refundable Deposit required: \$25 - \$50 depending on timing of event
- Private weddings, receptions, meetings, corporate functions:
 - Initial fee: \$90 for first hour
 - Additional time: \$75 per hour
 - Non-refundable Deposit required: \$50 within 7 days confirmation of rental
- Access to two 80" screens via HDMI port (must be confirmed in advance):
 - For all events: \$50

- **RULES FOR USE OF FACILITIES**

- If any mandates change after you have submitted/signed your application,** Museum staff will contact you directly and work with you to update the written agreement.
- Opening and closing of the facilities will be performed by staff.
- The maximum number of guests is limited to 150 by order of the Fire Marshal. This number indicates 150 people standing. The maximum number of people for auditorium-style seating is 80-100. For seating at tables, the maximum is 60 people
- A podium w/microphone, tables and chairs are available for use. The Museum does not provide any other furniture or supplies. Any further needs are the responsibility of the renter and must be removed at the end of the function. **If not removed, the renter may be subject to additional fees. All set-up and break down of tables and chairs are the responsibility of the requestor.**
- If alcohol beverages are served, it must first be approved by the Museum Director, and it is the responsibility of the renter to obtain the necessary ABC license in conformity with all Virginia and City of Hampton statutes.**

- f) No open flame is permitted in the building for any reason - including but not limited to birthday candles.
 - g) Red wine and/or dark beer are not permitted.
 - h) Smoking, chewing tobacco and chewing gum are prohibited in the building.
 - h) The character of a function must be in keeping with the dignity of the Museum.
 - i) All functions must be concluded no later than **11:00p.m.**, including clean-up.
 - j) All fees based on a two-hour minimum.
 - k) No booking is considered confirmed until the deposit has been paid. All deposits are non-refundable.
 - l) Rental hours will include set-up and clean-up time.
Fees will be calculated in one-hour increments only and from beginning of set-up until the final inspection by Museum staff and full hours only. No early set-up will be allowed without the accrual of additional fees. The renter is responsible to share all rental information with their caterers, florists, and other vendors of this policy.)
 - m) Deposits are non-refundable and rescheduled events have 1 year to original date to use.
- **FACILITY USE REGULATIONS**
 - a) The individual whose signature appears as the Requestor:
 - **Must be present in the facility throughout the requested time period.**
 - **Assumes responsibility for the conduct of all persons and agrees to abide by the rules.**
 - **Will be responsible for any damage or loss of property or equipment during the rental period.**
 - b) Requestor should bring their own equipment and decorations - including table clothes, pots, pans, punch bowls, utensils, napkins, coffee, condiments, dishes, foil, etc.
 - c) Every effort should be made to clean up spills immediately to prevent stains on the carpet, floors, and counters.
 - d) The Hampton History Museum is not responsible for any loss or damage to individual's property during the rental period.
 - e) **All rental activities must conclude by 11:00 p.m. and the building and parking lot must be vacated.** This includes all cleanup, replacement of equipment and returning room(s) to original configuration.
 - f) **To the fullest extent permitted by the law, the renter and their guests shall indemnify, defend, and hold harmless the Hampton History Museum and its agents and employees from and against any and all claims, demands, liabilities, damages, losses, and expenses.**
 - g) **Rental must be made (1) month in advance and the booking is contingent on room and museum staff availability as well as payment of \$50 non-refundable deposit.**
 - **ADDITIONAL INFORMATION.** Please contact, **Dionne Abrams at 757-727-6805** or **Dionne.abrams@hampton.gov**, for all other information.

Revised August 3, 2023



120 Old Hampton Lane, Hampton, VA 23669 Office: 757-727-1610 Fax: 757-727-6712

FACILITY USE REQUEST FORM

Today's Date: _____

(PLEASE PRINT)
 NAME OF REQUESTOR: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: (work) _____ (home) _____ (other) _____

EMAIL : _____

ORGANIZATION: _____

PURPOSE FOR USE OF FACILITY: _____

FACILITY REQUESTED: _____ ROOM: _____

DATE OF USE: _____ GROUP SIZE: _____ *TIME: FROM: _____ TO: _____

*Building must be vacated by 11:00 p.m. *HAS TO INCLUDE SET UP/BREAK DOWN TIME

STAFF USE ONLY

Total due \$ _____

Deposit \$ _____

Receipt # _____

Rental Fee \$ _____

Custodial Fee \$ _____

Decorating/Set-Up Fee \$ _____

All fee's based on a two hour minimum.

GUIDELINES FOR FACILITY USE

NOTE: Requestor, review the guidelines listed below. Read and check (✓) the statements on the Requestor's Agreement below before signing. GUIDELINES FOR FACILITY USE WILL BE IN FULL EFFECT DURING THE TIME OF RENTAL.

- * PAYMENT OF DEPOSIT IS DUE UPON APPROVAL OF THE SUBMITTED PAPERWORK TURNED IN.
- * REQUEST WILL BE CANCELLED IF PAYMENT IS NOT MADE IN FULL BY THE DUE DATE.
- * **COLLECTION OF ANY ADMISSION FEES ON THE PREMISES IS NOT ALLOWED.**
- * **SET UP & BREAK DOWN OF TABLES & CHAIRS IS RESPONSIBILITY OF REQUESTOR**
- * INDIVIDUALS SHOULD NOT SIT ON, DRAG, DROP, OR OTHERWISE ABUSE THE FURNITURE AND EQUIPMENT.
- * **NO OPEN FLAME IS PERMITTED IN THE BUILDING FOR ANY REASON - INCLUDING BIRTHDAY CANDLES.**
- * REPORT BROKEN EQUIPMENT TO STAFF ON DUTY.
- * FAILURE TO HONOR THE GUIDELINES FOR FACILITY USE AND/OR THE DISPLAY OF DISORDERLY CONDUCT AND DISRUPTIVE BEHAVIOR MAY SUBJECT YOU TO EJECTION AND/OR ARREST BY THE HAMPTON POLICE DEPARTMENT.
- * **THE REQUESTOR (PERSON COMPLETING THIS FORM) MUST BE ON THE PREMISES AT ALL TIMES.**

REQUESTOR'S AGREEMENT

Please indicate your agreement to each statement by placing a check mark (✓) in front of each item and then signing your name below.

- _____ I UNDERSTAND THAT MY REQUEST WILL BE CANCELLED IF PAYMENT IS NOT MADE BY THE DUE DATE.
- _____ I HAVE RECEIVED AND READ THE GUIDELINES FOR FACILITY USE LISTED ABOVE.
- _____ **I WILL NOT COLLECT ANY ADMISSION FEES OR ALLOW THE EXCHANGE OF MONEY ON THE PREMISES.**
- _____ I UNDERSTAND THAT SET UP AND BREAK DOWN OF TABLES AND CHAIRS IS MY RESPONSIBILITY
- _____ I WILL NOT LET INDIVIDUALS SIT ON, DRAG, DROP, OR OTHERWISE ABUSE FACILITES FURNITURE OR USE AN OPEN FLAME.
- _____ I UNDERSTAND THAT I, AS THE REQUESTOR, MUST BE ON THE PREMISES AT ALL TIMES.
- _____ THE REQUESTOR AGREES TO INDEMNIFY AND HOLD THE HAMPTON HISTORY MUSEUM, PARKS AND RECREATION DEPARTMENT AND ITS EMPLOYEES HARMLESS FROM ANY AND ALL CLAIMS OR DEMANDS, REGARDLESS OF THEIR NATURE, INCLUDING DEATH OR INJURY TO ANY PERSON OR DAMAGE TO PROPERTY RESULTING FROM, RELATED TO, OR ARISING OUT OF THE REQUESTOR'S USE OF THE FACILITY.

CHECK GROUP CLASSIFICATION:

City of Hampton Dept. _____ Private (see ABC) _____

I, THE UNDERSIGNED, AGREE TO BE RESPONSIBLE FOR ANY DAMAGE TO THE ABOVE REQUESTED FACILITY AND EQUIPMENT DURING THE PERIOD OF TIME MY ORGANIZATION, TEAM, OR CLUB USES THE FACILITY AND EQUIPMENT, AND WILL BE PRESENT DURING ENTIRE TIME OF USE. I UNDERSTAND THAT ANY PERSON NOT HONORING THIS PERMIT MAY BE SUBJECT TO EJECTION AND/OR ARREST BY THE HAMPTON POLICE DEPARTMENT.

NOTE: SPECIAL SETUPS OR EQUIPMENT REQUESTS WILL BE ASSESSED ADDITIONAL CHARGES.

SIGNATURE OF REQUESTOR

DATE