

Jefferson School

AFRICAN AMERICAN HERITAGE CENTER

Rental Terms

The Jefferson School African American Heritage Center (Heritage Center, JSAAHC, the Center) is located in the most historic portion of the Jefferson School. The facility's classrooms and auditorium have been restored to their 1926 condition and, in most cases, the walls and floors are original to the building. Consequently, events taking place in the Heritage Center must be respectful of the facility's historic significance. Activities must be in keeping with the activities of the Jefferson School African American Heritage Center. All events are scheduled and coordinated through the Rental Manager. **Please be advised that we do not rent space for the purpose of private or group classes.** The Heritage Center prohibits any form of gambling activity, firearms, or live animals, with the exception of service animals.

Access. Hours specified in the rental agreement are the only hours the renter, caterer, and/or designated representatives and vendors can be in the facility. An event timeline is required two weeks prior to any event including setup and breakdown schedules and a list of vendors' names that will require access to the Jefferson School African American Heritage Center. Event hours outlined in the Rental Agreement specify when guests/patrons will be present. Without prior consent of JSAAHC staff, **events must not start before or end after the time designated; occupancy fees incurred for use beyond rental period will be billed to the renter.** Please see fee schedule for costs. .

Setup and Breakdown. JSAAHC staff is responsible for all setup and breakdown of furniture and equipment that are property of JSAAHC only. Protection and care are required on wooden floors and walls. Carts and dollies with rubber wheels must be used to prevent damage to floors.

Fundraising. Any organization seeking to use the Heritage Center for an event involving an admission charge for fundraising must be approved by the Center. Raffles and live silent auctions are permitted only in the cases where goods and services being sold are donations to the applicant to support the applicant's not-for-profit activities.

Use of Heritage Center Name and Logo. All advertisements, publications, news releases, and any other written materials made available to the public or media regarding the event must be first approved by JSAAHC. Use of JSAAHC logo is subject to approval and is not subject to any changes.

Invitations for facility rental events may not use the name of the Heritage Center except as the designated location for the event. A renter may not use the name, logo, picture, or likeness of the Heritage Center to promote any event unless agreed on in writing. Events in the Heritage Center auditorium must be listed as *The Auditorium at the Jefferson School African American Heritage Center*.

Catering. Because of the limited space at the Jefferson School African American Heritage Center, food served at events must be prepared off-site, and all service supplies (i.e. dishes, cutlery, linens) must be brought in and removed by caterers to be cleaned off-site (unless arrangements have been made with staff for overnight storage). Service items in Center's cabinets are not available for Caterer use. **Caterers must have copies of current business licenses, certificates of insurance, and proof of workman's compensation.** Caterers are responsible for unloading, setting up, and relocating all of their goods and supplies **using their own hand trucks and dollies.** Caterers are responsible for maintaining cleanliness in the kitchen during the event and for returning the kitchen to its original state. **This includes the continuous collection of dishes and trash during events and sealing and removal of garbage bags after event.**

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No disposal of food items, i.e. grease or coffee grounds, in the sinks is allowed. If catered food is delivered, the renter is responsible for the removal of their own trash bags.

The *Bar* must be handled by caterer or licensed, insured provider. Applicant is required to secure all required permits including Virginia Alcohol and Beverage Control license and health department certificate.

Prohibited Materials. Bubbles, confetti, rice, glitter, hot plates, and stovetops for cooking are prohibited from use at the Heritage Center. Open flames, firearms, and pyrotechnic devices are strictly prohibited, as is smoking in all areas of the Jefferson School African American Heritage Center (JSAAHC) and the Jefferson School City Center.

Decoration. The Jefferson School facility is the Heritage Center's main artifact. Plans for all decorations, including floral arrangements and table centerpieces, must be approved in advance.

Decorations must not endanger the Heritage Center's exhibitions or necessitate the moving of exhibits or affect their appearance. No tape, staples, tacks, or nails may be affixed to any JSAAHC equipment, including, but not limited to walls, doors, tables, and chairs. Signs on cases and walls are not permitted. Hanging large signs or decorations on the inside or outside of the Center is not permitted without prior written approval. No artifacts from the Center's collections may be used for props or decorative purposes. Arrangements for deliveries, setups, and removal of decorations must be made through the Rental Manager.

All decorations must be removed immediately after the event. JSAAHC is NOT RESPONSIBLE for any items left in the facility.

Photography. Photography of permanent or temporary exhibitions is not permitted unless otherwise agreed upon in writing.

Fees. The revenue generated by events benefits the Jefferson School African American Heritage Center's annual operating fund. Rental of the space includes setup before the event and tear down after the event. Rental rates further include house lighting, air-conditioning, general site security for events prior to 5pm Monday-Friday and prior to 2pm Saturday, janitorial services for public areas, restrooms, lobbies, and on-site personnel the day of your event.

All auditorium rentals include the use of three (3) eight foot tables. Chairs are provided for the anticipated number of guests. If the event exceeds this number, additional chairs are available at a cost of \$2/chair. These costs will be invoiced after the event.

	<u>Non-Profit</u>	<u>For-Profit</u>
Auditorium	\$250/hr	\$350/hr
Classrooms	\$50/hr	\$60/hr
Microphones	\$35	\$35
Additional Tables/Chairs	\$5/2	\$5/2
Tech Fee	\$25/hr	\$25/hr
Security fee	\$25/hr	\$25/hr
Clean up fee for groups over 75	\$200	\$200

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Rental Inventory.

(15) 60" Round	Cost: \$7	Damage Fee: \$150
(10) High Top 32" Round	Cost: \$5	Damage Fee: \$50
(15) 6' Table	Cost: \$8	Damage Fee: \$500
(3) 8' Foot Folding Table	Cost: \$0	Damage Fee: \$150
(300) Chairs	Cost: \$0	Damage Fee: \$200
(1) Podium	Cost: \$0	Damage Fee: \$350
(2) Sofa Chairs	Cost: \$25	Damage Fee: \$300

Please note that JSAAHC does not supply any linens necessary for your event.

Payment Policy. A fifty percent (50%) deposit of the total rental fee amount is due at the signing of this agreement. The balance of the rental fee is due no later than one (1) week prior to the event. Payments may be made by certified check or by card. If you are a for-profit organization, the total cost will include 5.3% tax. Please note, when paying with a card, there is a 3% processing fee for credit card transactions. If you are a non-profit we must receive a copy of your sales exemption certificate. Checks should be made to the Jefferson School African American Heritage Center and sent to: Attn: Rental Manager, 233 4th St NW, Box A, Charlottesville, VA 22903.

Site Manager. A Site Manager will be available during the scheduled times. The Site Manager's sole responsibility is to the venue and shall not perform the duties of an event coordinator.

Cancellation Policy. In the event that the Renter requires a cancellation 30 days prior to the event, the renter will be reimbursed the deposit minus 10% of the full rental cost. If the event is cancelled within two weeks prior to the event, the renter will be reimbursed 50% of the deposit. If the event is cancelled within 48 hours prior to the event, the renter will incur the charges of the full rental fee.

Insurance. In order to use JSAAHC's auditorium, renter is responsible for obtaining comprehensive general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury and property damage respectively. The policy must include the Jefferson School African American Heritage Center and its agents as additionally named insured under policy. **JSAAHC must receive a copy of the insurance certificate at least one week before the event.**

Such policy shall contain a rider requiring thirty (30) days written notice prior to cancellation or material alteration of the policy for any reason whatsoever.

The term of the policy must cover the term of the requested auditorium/classroom.

Renter hereby waives any claim against and promised to defend, indemnify, save, and hold harmless, the Jefferson School African American Heritage Center, its officers, employees, agents, and representatives from and against any liability or loss, of any nature whatsoever, arising out of or relating to any misrepresentation or material alteration by Renter in connection with required insurance.

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Reimbursement as Result of Real Property Damage. Renter agrees to reimburse JSAAHC for any loss or damage to property arising out of their occupancy, however caused. Such reimbursement must be paid within thirty (30) days of receipt of the invoice from JSAAHC for such expense. JSAAHC reserves the right to repair such damaged property and bill the renter for the repair.

Rental Delivery and Pickup. All rental and pickup must be same day within the rental period specified in the rental agreement form unless otherwise arranged prior to the event. Any equipment that is the property of the renter and is approved by JSAAHC for next day pickup must be moved to a designated location immediately following the event. Tableware, glassware, and dishes must be thoroughly rinsed for overnight storage. Applicant is responsible for the immediate removal of all personal equipment. **The renter assumes all responsibility for property left unattended in JSAAHC facility.**

Indemnification. Applicant agrees to defend, indemnify and hold the Jefferson School African American Heritage Center (JSAAHC) and its agents harmless from and against all liabilities, damages, claims, demands, actions, proceedings, costs, and expenses asserted by a third party against JSAAHC arising directly or indirectly out of renter's use of JSAAHC's facility, including, but not limited to, bodily injury or death to any person or persons, damage to personal property of others, and/or violation of any local, state, or federal laws.

Compliance with Local, State, and Federal Laws. Applicant agrees to comply with all applicable municipal, provincial, and federal government laws and regulations, and assumes all liability for any claims against JSAAHC in violation thereof as a direct or indirect result of renter's use of JSAAHC's facility.

Warranty and Representation. Applicant affirms that he or she has the right, power, and authority to enter into this Agreement and to fully perform all of its obligation hereunder; further, the performance of the obligations hereunder will not violate any applicable laws or regulations; and the applicant owns or controls all of the rights necessary to perform its obligations hereunder.

Additional Miscellaneous Terms. In order to validate this agreement, one signed copy of this agreement must be returned with the required deposit to: ATTN: Rental Manager, The Jefferson School African American Heritage Center, 233 4th St NW, Box A, Charlottesville, VA 22903. Please make check payable to The Jefferson School African American Heritage Center (JSAAHC). Checks must be post dated the day of the agreement.

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Facility Rental Request Form

By filling out this application, you acknowledge that you have read, understood, and agree to the Rental Terms. The information you provide will be used to determine if space is available for rent. Rental Request Forms that are not fully completed cannot be considered by the Rental Manager. Requests should be made no later than 10 days in advance of rental date. **Please allow 5 business days for a response to your request.**

Renter individual, organization or company.

Name _____

Mailing Address _____

Are you a 501(c)3: NO YES If tax exempt in VA, please provide sales exemption #: _____

_____ Federal Tax ID or Social Security

_____ Contact Person

_____ Contact Phone #

_____ Contact Email

Event information.

Requested date(s): 1) _____ 2) _____ 3) _____

Type of event: Business Meeting Private Event Lecture Performance Public Event

_____ Event Description

Schedule.

_____ Arrival Time

_____ Event Start Time

_____ Event End Time

_____ Departure Time

Facility space requested.

Auditorium (auditorium application required)
Isabella Gibbons Local History Center

Green Room
Classroom A

Alumni Room

Attendees.

Indicate total number of expected attendees/guests. _____

All renters are required to engage a minimum of one (1) security guard for events occurring after 5pm. Events with 50-100 attendees require two (2) security personnel. How many security guards will you engage? _____

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To Submit Your Rental Request By Mail:

Rental Manager, Jefferson School African American Heritage Center, 233 4th St NW, Box A, Charlottesville, VA 22902

By Email:

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Scan completed form and email to admin@jeffschoolheritagecenter.org

Auditorium Rental Agreement

Business Type: Corporate Non-profit Individual Government

Organization Name

EIN Number

Sales tax exemption number

Primary contact

Address

Office phone

Cell phone

Email

Approximate number of event participants: _____ If applicable, amount of security required: _____

Event information.

Complete this section if renting auditorium for the purpose of performance:

Primary technical contact (production manager)

Office phone

Cell phone

Email

Production title

Production dates

Rehearsal dates and times (if needed for rehearsal)

Is this event being held for a religious or political cause? NO YES If yes, please explain:

Explanation

Event title

Anticipated audience

Is this a ticketed event? No YES

Is there an admission charge? NO YES If yes, anticipated sales \$_____.

Will there be merchandise sales? NO YES If yes, anticipated sales \$_____.

Type of items being sold

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Complete this portion for all auditorium activities:

Number of People Involved.

Staff)_____ Artists)_____ Technical)_____

A list of all staff, vendors, and caterers is required within two weeks of the event.

Attach proof of insurance covering performers and employees during rental period.

Activity Schedule.

Please attach an itinerary and agenda for auditorium use including all activities, dates, exact entry and exit times, and number of persons requiring access to the JSAAHC auditorium. **Please note: Rental times include all setup and strike times. Rental time is charged from the point when event personnel enter the auditorium until the time event personnel leave the auditorium.**

Technical Information Staging.

Attach related ground plans, sound and light plots, and all other technical stage needs.

Technical Sound System: Are you providing any of your own sound equipment requirements? NO YES

If yes, please list: _____.

Which and how many of the following, if any, are needed from JSAAHC? A handheld mic or lavalier is available as part of rental costs. See fee schedule for cost of additional mics and stands.

Number of microphones: _____ Number of mic stands: _____ Audio port for music: _____

Use of Projector: _____ Stage lights: _____

Please describe your desired setup and include any other comments.

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As Understood and Agreed

Applicant's printed name

Applicant's signature

Applicant's title

Date

Executive Director, Jefferson School African American Heritage Center

Date