



Single Date Rental of the Athenaeum Contract

We are open Thursday, Friday and Sunday from 12 to 4 pm and on Saturdays from 1 to 4 pm.

The Athenaeum is home to the Northern Virginia Fine Arts Association (NVFAA).

The NVFAA is partially supported by funding from the Virginia Commission for the Arts, the National Endowment for the Arts, and the Alexandria Commission for the Arts.

The NVFAA is committed to compliance with the Americans with Disabilities Act. To request a reasonable accommodation or materials in an alternative format contact us at nvfaa@nvfaa.org or call 703.548.0035.



The Athenaeum is an historic building on the National Register of Historic Places. It is owned and operated by the Northern Virginia Fine Arts Association (NVFAA) as an arts center. The Athenaeum organizes art exhibitions and is open to the public through tours and special events, which allow access to its programs.

Rates, Fees, and Availability

Rates listed are per hour.

MONDAY-THURSDAY	\$150
FRIDAY AND SUNDAY	\$350
SATURDAY	\$450
FEDERAL HOLIDAYS	\$550

501(c)(3) organizations receive a 20% discount on hourly rental rates. The Athenaeum is closed on Thanksgiving and Christmas. A minimum of 4 hours is required for a rental.

All single date rental events incur a \$150 cleaning fee. (Please note, the Athenaeum is generally open to the public Thursday through Sunday from noon until 4pm. No deliveries, event set up or access to the building or grounds are available to the Renter during these hours.)

Facility Capacity

STANDING RECEPTION IN GALLERIES	150
SEATED DINNER	80
SEATED DINNER WITH DANCE FLOOR	60
CLASSROOM STYLE	110
GARDEN	55

Room Sizes

MAIN GALLERY	1,176 sq ft
REAR GALLERY	238 sq ft
REAR HALL	80 sq ft
TOTAL UPSTAIRS	1494 sq ft

Contract Requirements

1. NVFAA MEMBERSHIP. The Renter must be a member of the Northern Virginia Fine Arts Association (NVFAA) at the Supporter (\$100) level or above.

2. RENTAL FEE. One half of the contracted amount plus the security deposit is due at the signing of this Contract. The balance is due 30 days prior to the date of the rental event.

3. SECURITY DEPOSIT. A security deposit in the amount of two hours rental fee or \$500 (whichever is greater) is due at the signing of this Contract. The full amount of the security deposit will be refunded no later than 30 days after the event, if it is determined that a) no damage has occurred, and b) the Renter has no outstanding financial obligations.

4. AGREEMENTS. The Renter must review and sign, initial or complete as appropriate (a) the Rental Contract, (b) the Terms and Conditions, (c) the Release of Liability, and (d) the Event Information Form.



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This Rental Contract ("Contract") is made this day _____ by and between the Northern Virginia Fine Arts Association (NVFAA) and _____ (Renter) for an event on _____ from the hours of _____ to _____.

Conditions for Use of the Athenaeum

The Renter wishes to use, and the NVFAA agrees to grant the Renter a revocable license to use the Athenaeum premises on the date at the time set forth above. The Renter must view the Athenaeum under the guidance of an NVFAA representative before signing this Contract. The Renter must also read and agree to abide by the "Terms and Conditions" of this Contract. An NVFAA representative will open and close the building and be present during the function. In no event may the capacity set forth on page 1 be exceeded. The Renter will strictly abide by this and any other rules provided, including those by the fire marshal or other emergency personnel. All aisles and exits will be kept clear during the event.

50% of the total amount is due upon signing this Contract. The balance of the total payment is due 30 days before the rental Event. If this contract is signed less than 30 days prior to the event date, full payment is due at the signing of this contract. If the balance is not paid in full, the NVFAA may cancel this Contract without liability.

Should the Renter cancel the event, the full deposit will be returned if the NVFAA is given at least 180 days written notice. If written notice of cancellation is given between 180 and 90 days prior, one half of the deposit will be returned. If written notice of cancellation is given between 90 and 30 days prior, twenty-five percent of the deposit will be returned. No refund of the fee will be given if the rental contract is canceled within 30 days prior to the date of the event.

Fees

The rate for the Rental shall be in accordance with the Athenaeum published fees:

The rate for this event is _____ per hour for _____ hours for an expected total of \$_____ plus a onetime cleaning fee of \$150.

The rental fee is for a _____ hour period of use. The period of use is determined by the arrival time of the caterer or other personnel for set-up and the departure time of the caterer following clean-up.

If an event runs over the contracted time, the Renter will be billed at a rate of one-and-a-half times the rental per hour. There are no grace periods.

Other Licenses

The Renter is responsible for obtaining any other licenses and/or permits required for the event (e.g., ABC liquor license, parking permits). The NVFAA may in its discretion request copies of any and all licenses and permits related to the event.



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Damage

The Renter hereby agrees to be fully responsible for any damage in any way relating to the event, and to be fully responsible for any damage to or destruction of the Athenaeum or any property located on Athenaeum property caused by the Renter or any of its agents, guests, invitees, event, or function. The Renter is responsible for maintaining the Athenaeum facility and the adjacent garden area in as good, clean condition as that in which it was immediately prior to the Renter's use. The Renter further agrees to pay any and all costs of repair of damage to the Athenaeum caused by the Renter, its agents and its guests during use of the facility pursuant to this Contract.

Force Majeure Conditions

The Renter agrees that NVFAA, the Athenaeum, any affiliated organizations and their officers, directors, members, employees, agents, and representatives shall not be liable for any loss, damage (including attorney's fees, court costs, and consequential damages), detention, delay or failure to perform in whole or in part resulting from causes beyond its control, including but not limited to acts of God, acts or omissions, fires, weather conditions, power failures, strikes, riots, embargos, delays in transportation, inability to obtain supplies or requirements, or regulations of the United States government or any other civil or military authority (to include any local legislation regarding liquor license requirements). Delays or non-performance excused by this provision shall not excuse payment of any amount due hereunder owed at the time of the occurrence.

Catering

All food and beverages served at the Athenaeum must be provided and served by a professional caterer who is licensed and bonded. All caterers must have a current certificate of insurance on file with the NVFAA Staff. NVFAA has a list of preferred caterers. Caterers not on the list will be considered after the caterer has met with NVFAA staff and it is determined that the necessary requirements are met. Self-catered events are not permitted; a licensed caterer must be onsite and responsible.

Additional Terms

This Contract shall be governed and constructed in accordance with the laws of the Commonwealth of Virginia. This Contract may not be assigned in whole or in part by the contracting party. This contract and its attachments constitute the entire understanding between the parties. This Contract may only be amended in writing signed by both parties.



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Event Information

NAME OF RENTER

ADDRESS

TELEPHONE

EMAIL

TYPE OF EVENT

NUMBER OF ATTENDEES EXPECTED

DATE OF EVENT

TIME OF EVENT

In no event will there be more than _____ (to be filled in by NVFAA per maximum capacity restriction) persons total at the event at any time, including the renter, invitees, catering staff, etc.

Release of Liability

In requesting the use of the Athenaeum, an historic building owned and operated by the Northern Virginia Fine Arts Association (NVFAA) at 201 Prince Street, Alexandria, Virginia, the Renter shall be liable for all claims for personal injury or property damage arising out of or relating in any way to the event, and agree to indemnify and hold harmless the NVFAA, the Athenaeum, any affiliated organizations and their officers, directors, members, employees, agents, and representatives from any liability, claims, damage, loss,

or expense (including, without limitation, attorney's fees, court costs, and consequential damages) relating in any way to the event or caused by the use of the Athenaeum facility by the Renter, the Renter's guests or invitees, the Renter's agents such as caterers, musicians, and/or any others who are working for or with the Renter.

Post-event alcohol-related behavior will be the sole responsibility of the Renter and caterers.

In order to reserve the time and date as noted above, one half of the rental fee _____ and a security deposit of _____ for a total of _____ is due along with this signed agreement. The balance of the rental fee plus a one-time cleaning fee of \$150 for a total of _____ is due on _____.

SIGNATURE

DATE



Terms and Conditions for Renting the Athenaeum

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OVERVIEW. These terms and conditions are necessary to maintain the Athenaeum as a well-preserved historic structure. Adherence to these rules will be a factor in ensuring the refund of the security deposit.

USAGE OF SPACE. This rental agreement covers the upstairs galleries, the large downstairs room, the butler's pantry, the main staircase, and the garden. The office is not to be entered by anyone other than NVFAA representatives.

Smoking is permitted ONLY in the garden.

There are two restrooms downstairs. Toilet tissue and hand soap in reasonable quantities will be provided.

ART EXHIBITS—RENTERS ARE ASKED NOT TO TOUCH ART EXHIBITS. The exhibits at the Athenaeum are at the sole discretion of the NVFAA, and displays are subject to change. Artwork cannot be added, removed or replaced for a special event. The Renter and its agents must caution their employees and subcontractors that artwork in the Athenaeum cannot be touched or moved.

MAINTAIN SPACE BETWEEN WALLS, ART AND TABLES. Furniture will be arranged in the galleries so as not to endanger any artwork or exhibits. Tables must be set far enough from walls so people sitting down have sufficient room to maneuver. Bars and food tables need ample room away from the walls.

DECORATIONS. Due to the nature of the Athenaeum's function as an art gallery only freestanding or table decorations are allowed. Nothing shall be attached to the interior or exterior walls, floors, light fixtures or ceiling. Candles will have hurricane lamps or similar protection.

MUSIC. DJs are allowed. Any other form of music must be discussed with NVFAA staff, to determine whether or not music will disturb the neighborhood.

FOOD AND CATERING. Beverage stations must have mats to catch liquid spills, and proper rigid, watertight containers must be used for ice (no bags of ice on the floor).

There are no cooking facilities or equipment at the Athenaeum. If food is prepared in the lower level of the Athenaeum, caterers must cover the work area floor and table.

Caterers must bring trash cans and trash bags and remove all trash from the premises at the end of the rental.

DELIVERY AND PICK UP. Access to the Athenaeum must be coordinated with NVFAA staff. Once arrival time(s) are set, the caterer must coordinate with his/her personnel and any subcontractors.

As equipment is moved into and out of the building, particularly the upstairs gallery areas, the utmost care must be taken to protect the historic walls, the floors, and the artwork.

All equipment brought into the Athenaeum by the Renter, caterers, or any other subcontractor must be removed at the conclusion of the event. The Athenaeum does not have facilities to store rental equipment. The length of the rental is determined from the time equipment first arrives at the Athenaeum until the last piece of equipment is removed from the Athenaeum, no later than midnight.

Please note that deliveries and pickups outside of rental hours must be coordinated in advance with NVFAA staff and must be completed during Athenaeum operating hours. A charge of \$50 per delivery or pick up applies. NVFAA is not responsible for theft or damage to any deliveries made prior to or after an event.



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RETURN FACILITIES TO ORIGINAL CONDITION. The Renter is responsible for informing all caterers and subcontractors that they are responsible for leaving the building, including the kitchen and restrooms, clean and orderly. Rooms are to be swept and spillage mopped.

REMOVE TRASH FROM PREMISES. All trash must be removed from the property. There is a \$50 per bag charge for any trash left behind on the premises, inside or out.

I have read and agree to comply with the Terms and Conditions for Renting the Athenaeum.

NAME OF RENTER

SIGNATURE

DATE

SIGNATURE

DATE

