

<p style="text-align: center;">Jamestown-Yorktown Foundation FACILITIES USE GUIDELINES AND FEES</p>

USER GUIDELINES

The Jamestown-Yorktown Foundation welcomes groups for after-hours functions year round. Facility use is limited to private events that advance the mission of Jamestown Settlement, the Yorktown Victory Center or Jamestown-Yorktown Foundation.

Prohibited uses include events which are prohibited by or antithetical to the laws of the Commonwealth or the United States; events which are, or are promoted as general admission [i.e., concerts, plays, entertainment, and others]; events which provide, or are designed to provide, a public forum and events that are unrelated to the educational mission of the Foundation. All events must be confined to the space approved and will be outlined in the agreement. Under no circumstances will museum exhibits be moved or altered to accommodate event set-up.

General Policies

- Use of outdoor areas will be affected by inclement weather.
- Smoking is prohibited in the galleries, visitor services wing, theater and special exhibition wing, education wing and in the outdoor interpretive areas.
- Charter boat access is prohibited
- Access to ships not permitted after dark.
- The cost of repairing any damage or replacing lost equipment will be billed to the user.
- **ALL questions and requests, before, during and after events, must be addressed to the Jamestown-Yorktown Foundation event coordinator.**

Requirements

- One client contact person must be assigned for the event.
- Deposit of 50% of total fees is required within 30 days of receipt of signed contract. Notice of cancellation of event must be given in writing seven (7) working days prior to event if deposit (minus expenses) is to be refunded.
- Meals must be provided for all Jamestown-Yorktown Foundation staff assigned to work the event.
- All caterers, bands, non-Foundation set-up crews, etc., must visit the site at least 30 days prior to the event to review available electrical and water hook-ups, lighting, and set-up plan. **Event will be cancelled by JYF if site visit is not completed 30 days prior to event.** Second visit may be required.

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- Must provide indemnification, hold-harmless insurance certificate in the amount of \$1,000,000 30 days prior to event.
- The firm/caterer serving alcohol must have a Mixed Beverage Caterer's License and is obligated under the Code of Virginia to notify ABC of the time, specific location at our site and other information concerning the event.
- Liquor liability is required. The firm/caterer serving alcohol must provide an insurance certificate with a minimum of \$1,000,000 coverage seven (7) days prior to the event.
- All events must be confined to the space approved and outlined in the Facilities Use Agreement. Under no circumstances will museum exhibits be moved or altered to accommodate event set-up.
- Food and drinks are prohibited in galleries.
- No facilities for cooking or chilling are available. No fires are permitted outside. No grills, barbecues, torches, or other devices determined by Jamestown-Yorktown Foundation (JYF) to be a fire hazard will be allowed. Catering kitchen available for events in education wing.
- The user shall arrange for the provision of all personnel, food, beverage, linens, tableware, flowers, furniture and other equipment / accoutrements as needed.
- Personal items belonging to the caterer may be left at the site only with prior approval from the Foundation's event coordinator. Items are left at the user's risk.
- Delivery, storage, set-up and pick-up of tables, chairs, and other event-related equipment and accoutrements must be arranged with the site coordinator. Jamestown-Yorktown Foundation staff **will not sign for rental equipment deliveries**. Storage of equipment is permitted with prior approval of the event coordinator. Equipment is stored at the users' risk.
- User to provide Facilities Management, Jamestown-Yorktown Foundation, with completed Tent Permit Application thirty (30)-days prior to event to allow JYF adequate time to obtain necessary permits from BCOM. User responsible for providing required fire/safety equipment.
- Construction of commercial tent rental is allowable 24 hours before event to ensure adequate time for inspection by James City County (JCC).

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Day of Event

- Set-up in public, visitor accessible areas cannot begin until 15 minutes after museum closing time.
- At no time will caterers, bands, or non-Foundation crews block access on or through service roads or public streets.
- All trash, debris, tables, chairs and equipment and unused supplies **must be removed** from all public, visitor accessible areas, at the conclusion of the event. Site must be cleared by 12 midnight. Temporary storage is by prior arrangement with event coordinator. Any stored equipment must be removed within 24 hours following event.
- Catering kitchen must be cleaned or cleaning fee will be assessed.

Jamestown-Yorktown Foundation

After-Hours Use Site Dimensions and Capacities

JAMESTOWN SETTLEMENT

Location	Sq. Feet	Floor Finish	Usage Capacity	
			Reception (Stand-up)	Banquet (Rounds of 8) NOT Buffet style
Indoor Areas				
Ferguson Lobby		Brick	300	80
Robert V. Hatcher, Jr. Rotunda		Carpet	225	150
Rotunda patio		Brick	1,000	300
Elmon and Pam Gray Presentation Hall	limited usage	Carpet	100	70 theater seating
Presentation hall balcony		Concrete	24	N/A
Robins Foundation Theater		Carpet	N/A	N/A
Great hall	4,960	Carpet	600	260
Gazebo (covered open air)		Brick	300	150
Education Wing				
Atrium	1,500	Carpet	150	80
Classrooms (contiguous with Atrium):				
A (drop-down screen)	840	Carpet	80	40*
B	840	Carpet	80	40*
C	840	Carpet	80	40*
NOTE: Classrooms A, B, and C may also be used as a single space				
A, B, & C	2,520	Carpet	240	120*
* Depends on chair type				
Catering kitchen (only with other facilities)	240	Tile	N/A	N/A
Breezeway (entry only)	4,000	Tile	N/A	N/A
Outdoor Areas				
Noland Terrace (education wing patio)	2,000	Brick	200	100
Ships' pier	10,600	Wood	500	225
Ships' pier shelter	442	Wood		
Ships				
<i>Susan Constant</i>	N/A	Wood	80	N/A
<i>Godspeed</i>	N/A	Wood	N/A	N/A
<i>Discovery</i>	N/A	Wood	N/A	N/A
James Fort (limited lighting)				
	N/A	Outdoors	300	150
Powhatan Indian village (no electrical)				
	N/A	Outdoors	100	N/A
The mall				
	8,000	Grass		

N/A indicates space is not available for this type even/usage.

Parking: Auto, 508 (including 12 handicapped); Motor coach, 27

NOTE: Set up may begin ONLY after the museum closes. After 5 p.m. August 16 to June 14 and after 6 p.m. June 15 to August 15.

JAMESTOWN-YORKTOWN FOUNDATION
After-Hours Use Site Dimensions and Capacities

YORKTOWN VICTORY CENTER

Location	Sq. Feet	Floor Finish	Usage Capacity				
			Reception (stand-up)	Banquet (Rounds of 8) NOT buffet style	Classroom	Conference	Theater
Outdoor Areas							
Winged Victory Plaza	12,400	Concrete	300	200	N/A	N/A	N/A
Encampment	14,985	Outdoors	150		N/A	N/A	N/A
Farm	N/A	Outdoors	300		N/A	N/A	N/A
NOTE: Maximum capacity for rain plan is 300.							
Indoor Facilities							
Reception building	897	Carpet	Welcome/registration area and gift shop only.				
Museum exit lobby	1,600	Carpet	160	90	N/A	N/A	N/A
Classrooms (contiguous w/lobby)							
A	750	Carpet	70	30	30	25	70
B	600	Carpet	55	30	30	25	50
A and B	1,350	Carpet	125	60		50	120
Richard S. Reynolds Foundation Theater	2,660	Carpet	N/A	N/A	N/A	N/A	186

N/A indicates space not available for this type event/usage.

NOTE: Set up may begin ONLY after the museum closes. After 5 p.m. August 16 to June 14 and after 6 p.m. June 15 to August 15.

Parking Facilities: Autos, 143 (including 5 handicapped); Motor coaches, 10

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PERFORMER GUIDELINES

Non-Jamestown-Yorktown Foundation musicians, interpreters and performers hired to perform for Jamestown-Yorktown Foundation sponsored and non-sponsored events are expected to wear costumes, perform music and interpret appropriate to the historical period.

Vendors hired to perform at Jamestown Settlement should wear costumes representative of the early 17th century, perform music of the late 16th and early 17th century and interpretation should be limited to third person.

Vendors hired to perform at the Yorktown Victory Center should wear costumes representative of the late 18th century (and more specifically the 1770s or 1780s), perform music of the 18th century and interpretation should be limited to third person.

Jamestown-Yorktown Foundation program policy states that interpretation will be in third person. In order to maintain a quality public product and reduce visitor confusion, all vendors must comply with this policy.

PHOTO CREDIT AND CONDITIONS OF USE

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