



Jamestown-Yorktown Foundation FACILITIES USE PLAN

USER GUIDELINES

The Jamestown-Yorktown Foundation (JYF) welcomes groups for special/contracted functions year round. Facility use is limited to private events that advance the mission of Jamestown Settlement, the American Revolution Museum at Yorktown or JYF.

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 are commercial or raising funds for a cause; events which provide, or are designed to provide, a public forum and events that are unrelated to the educational mission of the Foundation.

Limitations

- 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.
- Charter boat access is prohibited
- Access to ships not permitted after dark.
- Ceremonies may be conducted on the mall, and in the theater, rotunda, classrooms and lobby. Weddings, bar/bat mitzvahs and other religious rites are not permitted in interpretive areas or galleries. Enlistment ceremonies are permitted on the ships' pier.
- Bands/DJs and dancing are not permitted in galleries, second floor of Jamestown Settlement rotunda or interpretive areas.
- Food and beverages are prohibited in galleries, theaters and second floor of the rotunda at Jamestown Settlement.
- No alcohol is permitted during operating hours. Kegs are not permitted at any time.
- At no time will caterers, bands, or non-Foundation crews block access on or through service roads or public streets.
- Use of candles indoors is prohibited.
- No facilities for cooking or chilling are available. No open fires are permitted. No grills, barbecues, torches, or other devices determined by JYF to be a fire hazard will be allowed.

General

- **ALL questions and requests, before, during and after events, must be addressed to the Jamestown-Yorktown Foundation event coordinator.**
- One client contact person must be assigned for the event.
- Set-up in public, visitor accessible areas cannot begin until 15 minutes after museum closing time.
- Weddings require a professional planner. There are no changing rooms available.
- Meals must be provided for all Jamestown-Yorktown Foundation staff assigned to work events after museum operating hours.

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- The user shall arrange for the provision of all personnel, food, beverage, linens, tableware, flowers, furniture and other equipment/accoutrements as needed.
- Signage and decorations:
 - May be displayed only after operating hours.
 - Decorations or signs may not be affixed to museum walls, windows or other surfaces.
 - Banners may be displayed in event space provided they are not affixed to museum surfaces in any way.
 - Signage outside of the museum should be kept to a minimum and must be displayed on an easel.
 - No birdseed, confetti, rice, silly string, glitter or sparklers are allowed in the facility.

Licenses and Insurance

- **USE AGREEMENT IS A REVOCABLE LICENSE / USER ACCEPTS RISK OF INJURY**
 Clients voluntarily assume all risk of property loss and personal injury, whether occurring prior to, during or after the same, and agrees that management is not responsible.
 Management may revoke the license and eject or refuse entry to the holder for violation of rules, illegal activity or misconduct at or on any and all of the participating sites. The client and guests expressly are prohibited from bringing and/or using skateboards or skates, weapons, chemicals, explosives, lasers, or any hazardous materials of any kind into our facilities and outdoor areas. Photography and recording prohibited in galleries.
- Caterer **MUST** have a valid Retail Mixed Beverage Caterer's License. Caterer is obligated under ABC Code to notify ABC of the time, specific location at our site and other information concerning the event and have the license **AT THE EVENT**. Liquor liability is required and they must provide a certificate with a minimum of \$1,000,000 coverage seven (7) days prior to the event, **OR**
Event sponsor (NOT caterer) must obtain a Banquet License for the event and comply with all ABC regulations.
- Must provide indemnification, hold-harmless insurance certificate in the amount of \$1,000,000 at time of deposit.
- 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.

Site/Facility

- Use of outdoor areas will be affected by inclement weather.
- Fixed or semi-fixed furnishings will not be moved in the rotunda, theater, and lobby.
- Classroom tables and chairs may be moved with temporary storage specified in plans.
- Jamestown-Yorktown Foundation museums are Certified Virginia Green facilities and encourage users to be environmentally aware. JYF recycles plastic, glass, paper and aluminum and the recycling provider can supply recycling containers for outdoor events if requested 30 days in advance.

Fees

Deposit of 50% of total fee is required within 10 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 10%) is to be refunded.

- Balance of fee is due on the day of event.
- Site must be cleared by 12 midnight or additional hourly charge will apply.
- The cost of repairing any damage or replacing lost equipment will be billed to the user within thirty (30) days.
- 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 on the first business day following the event. Catering kitchen and any staging area must be cleaned or cleaning fee will be assessed and billed to the user within thirty (30) days.

Catering/Rentals

- 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. Second visit may be required. **Event will be cancelled by JYF if site visit is not completed 30 days prior to event; deposit minus 10% will be returned.**
- Caterer MUST have a valid Retail Mixed Beverage Caterer's License. Refer to Licenses and Insurance above.
- Catering kitchen available for events in the Jamestown Settlement education wing.
- 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 and must be removed from JYF property on the first business day following the event.
- Visitor rest area at Jamestown Settlement may be used for staging no more than 24 hours prior to the event.
- Catering staff must not appear in costume.
- Staff, caterers, movers, etc. **MUST NOT USE** the Jamestown Settlement rotunda slate stairs to transport equipment or furnishings to the second floor. Use the west stairwell or the elevators.

Tents and Rental Equipment

- User to provide facilities management, Jamestown-Yorktown Foundation, with completed Tent/Stage/Platform Permit Application twenty-one (21)-days prior to event to allow JYF adequate time to obtain necessary permits from Bureau of Capital Outlay Management. User responsible for providing required fire/safety equipment.
- Construction of commercial tent and staging/platform is allowable 24 hours before event to ensure adequate time for inspection by state or local officials.
- All tents/stages/platforms must comply with all Commonwealth of Virginia and Jamestown-Yorktown Foundation requirements.
- Delivery, storage, set-up and pick-up of tables, chairs, and other event-related equipment and accoutrements must be arranged with the event 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.

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PERIOD PERFORMER GUIDELINES

Non-Jamestown-Yorktown Foundation musicians, interpreters and performers hired to perform at Jamestown-Yorktown Foundation museums- 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 American Revolution Museum at Yorktown 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.

PHOTOGRAPHY at EVENTS

Photography, including video, is permitted in all public areas of Jamestown Settlement and the American Revolution Museum at Yorktown except in the museum exhibition galleries. Any photography that would affect museum operations, involve large or numerous pieces of equipment, or entail alteration of museum property requires advance approval from Jamestown-Yorktown Foundation Media Relations, (757) 253-4838.

Use of Jamestown-Yorktown Foundation Images

Museum photographs for use in printed and Web materials supporting events held at Jamestown Settlement and the American Revolution Museum at Yorktown are available from Jamestown-Yorktown Foundation Media Relations.

Photographs of Jamestown Settlement and the American Revolution Museum at Yorktown may not be used in advertising or promotion of a commercial product or service.

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