

STABLER-LEADBEATER APOTHECARY MUSEUM

Rental Guidelines

The Stabler-Leadbeater Apothecary Museum encompasses two buildings that are more than 200 years old with a one-of-a-kind collection. Events must not cause undue wear and tear on the buildings, nor create intrusive noise to the neighboring community. The following guidelines will help you plan your event and ensure the preservation of our historic site and its collections. If you have any questions please contact the Rental Coordinator.

CLIENTS

- A refundable security deposit (check or cash) is required to reserve the Museum for an event. This security deposit **cannot** be applied toward the fees associated with the event. The deposit will be returned following the event provided there are no charges incurred for damages during the event or additional time used.
- One month prior to the event, the full rental fee (check or cash) is due to the Museum as well as the event schedule and a list of vendors with contacts and anticipated delivery times.
- Should your event last longer than the time indicated in the "Rental Agreement" a fee of \$150 will be charged for every ½ hour beyond the end of the rental period. In addition, the security deposit will not be refunded.
- The rental fee includes use of the space, up to 2 tables and 20 folding chairs, plus a staff person during your event.
- All cancellations must be received in writing to the Museum. In the event of a cancellation **less than 1 month** prior to the event, the security deposit is not refundable. All other rental fees will be refunded.
- All events must end by 10:30pm and be cleaned up by our staff by 11:00pm.
- Due to the historic nature of the buildings, decorations may not be attached to walls, ceilings, or floors. No confetti, rose petals, bubbles, glitter, rice, spray cans of string confetti or similar items will be allowed. Only candles supplied by the Museum or approved dripless/smokeless/colorless candles may be used.
- No smoking is permitted anywhere in the buildings.
- The Museum is not wheelchair accessible above the 1st floor. The rental space is on the 2nd floor. Public restrooms are located on the 1st floor. The City of Alexandria complies with the terms of the Americans with Disabilities Act and offers accessible rental spaces at other City-owned sites.
- The Museum, its employees and agents, and the City of Alexandria assume no liability in connection with the scheduled event.

- The renter (and their contracted vendors) are responsible for any and all damage that occurs as a result of this event. The Museum should be left in its original condition at the conclusion of the event.
- Tours are available for your guests at an additional \$4.00 per person. Advance notice of at least one month prior to event is required.

CATERERS AND OTHER VENDORS

- The renter is responsible for making arrangements for all food, beverage, and other event needs. The Stabler-Leadbeater Apothecary Museum is not responsible for set-up or removal of this rental equipment.
- A list of outside caterers approved by the Museum is available. For all events not catered by an approved caterer, the catering contact must meet with the Rental Coordinator to review the Museum Guidelines and receive final approval.
- All deliveries can be unloaded and loaded in the front of the Museum.
- There is no on-site commercial kitchen for use by outside caterers, therefore all food **must** be prepared off-site. Plastic floor covering must be put down if you are setting up a the bar.
- One month prior to the event, any outside caterers used must submit to the Rental Coordinator the event plan for approval.
- The Museum will provide trashcans for the event space. All trash created by the event must be properly bagged and removed from the building at the conclusion of the event and put in the City of Alexandria garbage receptacles on Fairfax Street, one block over from the Museum.
- All food and drink should stay in the Meeting Room. Please be aware and make an effort to clean up if a spill occurs, especially wine, fruit, and cake.
- All catering equipment and supplies must be picked up at the conclusion of the event. The Stabler-Leadbeater Apothecary Museum will not be responsible for any lost or stolen catering equipment or other supplies.

I have read and understand these rules and guidelines. My signature constitutes a contract to abide by these rules. I understand should the Stabler-Leadbeater Apothecary Museum staff determine any of these rules were not followed, the security deposit will not be refundable.

Signature of Renter

Date

Signature for SLAM

Date