



PRIVATELY HOSTED SPECIAL EVENTS VENUE RENTAL

GENERAL INFORMATION & RATES

The Frontier Culture Museum of Virginia (FCMV) offers an attractive array of Venues available to the public for rent that range from rustic to contemporary and cozy to spacious, all of which are unique setting for unforgettable memories to be made. Options include a historic Octagonal Barn relocated from Bridgewater, Virginia, an expansive open-air Pavilion that overlooks the Museum's Old World Exhibits, a converted Dairy Barn Lecture Hall and meeting space, and many more.

Our Venues are suitable for a wide range of functions such as weddings, cocktail receptions, luncheons, board meetings, staff retreats, and company picnics, just to name a few. Each Venue also comes with multiple amenities, including tables and chairs for Event usage, basic site supervision and security, and trash removal services. There is also ample parking on-site, discounted Museum Admission ticket rates, and a variety of other items specific to the Venue selected.

VENUE RENTAL RATES

EVENT VENUE	PEAK Fri to Sun, Holidays	OFF-PEAK* Mon to Thurs	SEATING CAPACITY	INCLUDED AMENITIES**
BOARD ROOM	\$100	\$100	20 in room with 10 at the Conference Table	Large Conference Table & 18 Chairs >Space MUST be vacated by 5 p.m.
DOD AMPHITHEATER	\$500/hr.	\$500/hr.		Space available 5:30 p.m. to 9:30 p.m.
DAIRY BARN LECTURE HALL	\$800	\$480	150 Theater or 80 Dinner Style	<u>Tables:</u> 10-8ft, 10-6ft, & 10-5ft Rounds <u>Chairs:</u> 150 Non-Folding
OCTAGONAL BARN *	\$2,000	\$1,200	<u>Upper Level:</u> 130 Dinner or Theater Style <u>Lower Level:</u> 130 Theater or 100 Dinner Style	<u>Tables:</u> 10-8ft, 10-6ft, 15-5ft Rounds, & 3 Tall Bistro Pedestals <u>Chairs:</u> 130 Folding Per Level Full Kitchen with Ice Machine
LEE S. COCHRAN PAVILION *	\$2,500	\$1,500	400 Theater or 300 Dinner Style	<u>Tables:</u> 18-8ft, 11-6ft, 35-5ft Rounds, & 6 Tall Bistro Pedestals <u>Chairs:</u> 400 Folding Full Kitchen with Ice Machine Adjustable Sides for Full Enclosure

All facilities are handicapped accessible and assistance is available.

Cochran Pavilion and Octagonal Barn are considered Off Season after Thanksgiving and through March. All Off Season Events will be booked at the Off-Peak Rate, regardless of the day the Event is to be held on.

RENTAL PERIODS ARE BETWEEN 9 A.M. AND 10 P.M., DAY OF EVENT ONLY.

ADDITIONAL TIME MAY BE PURCHASED IN ADVANCE OF THE EVENT FOR \$125 AN HOUR – FOR UP TO 3 HOURS.

Event Rental Period includes the necessary time required to fully set-up/clean-up for the Event, and the Client, and all guests and vendors are expected to have entirely vacated Museum property before the completion of that Rental Period.

An **Overtime Penalty Fee of \$200 per hour**, or any part thereof, shall be assessed to the Client named in this Contract, if the Client or any of their Vendors or Guests fail to fully vacate FCMV property by the completion of the Rental Period.

Museum will place included tables and chairs in advance, provided the Venue Floor Plan Layout is received **at least 10 days before Event. After that time, Museum cannot guarantee site set-up, and Client will be expected to set-up their layout with the tables and chairs provided. Please note there is an additional cost for any tables and chairs in excess of those listed above, and some items may not be available in all circumstances.