



Museum of Chincoteague Island Rental Information Sheet

The Museum of Chincoteague Island is available for small, indoor rentals. The space is ideal for meetings, lectures, small food programs and social events. Renters have the chance to use history as a backdrop for their event. Guests are welcome to walk around the Museum exhibits and learn about the varied history of those living and working on Chincoteague Island.

Maximum Capacity is 75 mingling, 40 seated theater style, or 26 seated at tables.

The Legacy Pavilion is a beautiful outdoor facility overlooking the marsh and waterway between Assateague and Chincoteague Islands. It has great views of the Assateague Lighthouse and Channel. The Pavilion is screened in, allowing fresh breezes year round. During the winter and fall, windows can be closed and there are heaters to make the space comfortable.

Maximum Capacity is 60 mingling, 50 seated theater style, or 40 seated at tables.

Who May Rent:

The Museum and Pavilion are available to rent only for Museum members. Membership is available for as little as \$40.

The Museum and Pavilion are Not available for the following:

- Political events
- Religious events, although exceptions may be made for weddings, memorial services, etc. at the Director's discretion
- Private business fundraisers
- Any event deemed by the Executive Director and Events Committee as not in keeping with the Museum's mission.

Reservations, Payments and Deposits

- A reservation becomes official when the Renter signs a use agreement and makes a rental payment deposit of 50% of the applicable rental fee. The balance is due no later than two (2) months prior to the event.
- A security deposit of \$100 must be paid two months before the event and is required for all events. Security deposits are refunded within 30 days of the event, provided there are no charges due to damage, loss, clean up, extensions of contract time, or other violation of the rental rules and regulations.
- All payments may be made by check, cash, or credit card. The Museum reserves the right to cancel the event if payment is not received according to schedule. Please make checks payable to "Museum of Chincoteague Island" Rehearsals and Set Up Rehearsals and/or Set Up may be scheduled on the day before the event, after 5:00 pm, for a \$50 fee.

Cancellations

Notice of cancellation must be presented in writing as soon as possible. A minimum of 48 hours is required to have your deposit returned.

Museum of Chincoteague Island

7125 Maddox Boulevard, Chincoteague Island, Virginia 23336 * MuseumOfCi@gmail.com * ChincoteagueMuseum.com * 757-336-6117

Accessibility and Restrooms

Both facilities are wheelchair accessible. The Museum is ground-level, and the Pavilion has a lift. We have 2 single-person, wheel-chair accessible restrooms, located inside the Museum building. These will be available for use during all rental events. One restroom has a urinal and the other has a diaper changing station.

Food and Catering

- No food or beverages (other than water) are allowed in the Museum building.
- The pavilion does not have a kitchen. All food must be prepared off-site and delivered ready to serve.
- No grill, hot plate or open flame is allowed inside the pavilion.
- Non-catered events: No heating elements are permitted (ie: Sternos, hot plates, steam trays, etc.)
- Catered events: Professional caterers can be contracted by the Renter, and must have a Health Department license. Professional caterers can reach out to the museum for more information about.
- Liability insurance coverage of at least \$1,000,000.
- To avoid staining, no red beverages of any kind are permitted inside the Museum.
- An indemnity waiver is required for non-catered food.

Alcohol

- Proof of VA ABC license is required for serving wine, beer &/or liquor, this may be obtained at www.abc.virginia.gov/licenses/get-a-license/banquet
- Alcoholic beverages may be served, but re-sale is prohibited.
- Kegged beer is not allowed in either building

Smoking

Smoking is not permitted on Museum property

Music/Amplified Sound

- Town of Chincoteague noise regulations limit sound to 65 decibels from 7:00 am to 10:00 pm, and no amplified music or sound is permitted past 10:00 pm.
- Renters must provide their own sound systems.

Parking and Grounds

- Cars, including caterer vehicles, are to be driven only on paved areas and the parking lot behind the Museum/by the Pavilion.
- The entrance and exit to the Museum property must be accessible at all times.
- Parking is limited. Please encourage guests to carpool when possible. Arrangements for use of any neighboring parking areas are the responsibility of the renter.

Decorating and Set-Up

- The Executive Director reserves the right to review and approve promotional materials for any scheduled event.
- No glue, tacks, nails or tape may be used to secure decorations to any surface of Museum property. No glitter or confetti is allowed. All decorations must be approved by the Executive Director two weeks prior to the event.
- Open, unprotected flames are not allowed.
- No balloons are allowed; neither helium or air filled. No balloons may be released from Museum property.
- No rice, confetti, birdseed or similar material may be thrown on Museum property.
- The Museum staff cannot sign for or be responsible for rented furniture or equipment.

Furniture and Equipment

The Museum can provide tables and chairs for most events. Always check with the Museum to ensure availability. As a courtesy, and with prior notice, we may assist with set-up of these items.

Insurance and Licenses

The Renter is responsible for providing all required licenses, as well as liability insurance for the event, proof of which must be provided to the Executive Director two weeks prior to the event.

Staffing, Children, and Waivers/Exceptions

- Children must be supervised by an adult at all times.
- The Renter is responsible to ensure no food or drinks is carried into the Museum.
- The Renter is required to have a day-of coordinator to handle arrangements, and as primary contact with Museum staff.
- Museum staff will be on hand for all events, and will have the authority to enforce all Museum rules and regulations.
- Waivers/Exceptions of these rules shall be in writing, signed and dated by the Executive Director and the Renter, and must be determined when the event is scheduled.

Rental Fees and Schedules

- Rental is available Tuesday - Sunday, 8 am - 10 pm, except Federal Holidays, or if already scheduled for an event or rental.
- Rentals are by the hour, for a maximum of 7 hours.
- Rates vary based on day of week and time of day.
- Rentals can begin no earlier than 8:00 am and end no later than 10:00 pm. At least one hour prior to and following the event must be rented to include time for event set-up and clean-up (included in the 7 hour maximum).
- A weekend is considered Friday evening and all day Saturday.
- Each request will be considered by the Executive Director.
- A Security Deposit of \$100 is required for all events, payable when the application is submitted.
- Full payment is required a minimum of 2 weeks prior to the event.

Off Season: January—May and September—December

On Season: June—August The Pavilion is available, provided the schedule is open. The Museum had limited availability during this time.

	Day Rate 8 am—3pm	Evening Rate 3 pm-10 pm	Security Deposit	Rental Deposit
Museum Weekday	\$30/hr	\$50/hr	\$100	50% of rental fee
Museum Weekend	\$50/hr	\$70/hr		
Pavilion Weekday	\$40/hr	\$60/hr	\$100	50% of rental fee
Museum and Pavilion Weekday	\$60/hr	\$100/hr	\$100	50% of rental fee
Museum and Pavilion Weekend	\$100/hr	\$140/hr		



Legacy Pavilion Rental Application

APPLICANT INFORMATION:

Contact Name: _____ Company: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

EVENT DETAILS:

Date: _____ Start Time (including setup): _____ am pm

Renting: Pavilion / Museum / Both End Time (including cleanup): _____ am pm

Type of event: _____ Number of participants: _____

Caterer (if applicable): _____ Contact #: _____

Event Insurance Company: _____ copy: attached / e mailed

Check what you are planning to use: (approval notes for office use)

- Amplified sound Approved: Yes / No
- Entertainment Approved: Yes / No
- Tent or Canopies Approved: Yes / No
- Stage / Platform Approved: Yes / No
- Signs Approved: Yes / No
- Portable Toilets: Company: _____ Location approved: Yes / No

Rental Fee: \$ _____ + Security Deposit \$ _____ = Total \$ _____

How did you hear about renting the Museum &/or Legacy Pavilion: _____

*Mail to: Museum of Chincoteague Island, 7125 Maddox Blvd, Chincoteague Island, Virginia 23336
OR email to museumofci@gmail.com*

FOR MUSEUM USE ONLY

Approved: Yes / No

Staff for event: _____

Deposit Received: \$ _____ cash / check / cc Date: _____

Setup: empty / ___ tables / ___ chairs

Balance Received: \$ _____ cash / check / cc Date: _____

\$100 Deposit: Forfeit / Return check mailed date: _____