

## Meeting Rental Information Packet

### *Room Descriptions*

*\*Ballroom:* The Ballroom is the main centerpiece of the Montpelier Center for Arts and Education. What use to be an old school house auditorium and gymnasium, is now a beautiful setting for wedding receptions, plays, concerts, class reunions, galas, corporate parties and other large events. The light-filled Atrium Ballroom provides an elegant setting for your large event and can seat in excess of 200 people for dinner. Accents such as hardwood floors and floor to ceiling windows allow for an intimate atmosphere. **1,750 square feet**

*\*Ballroom Stage:* The Ballroom Stage is equipped with a sound system and a baby grand piano. Both are available for rent. The Ballroom Stage can be extended for events, for an additional cost. The stage is often used for DJ tables, head tables, or bands, and the curtain is a light gray that matches with every color scheme. **16'd x 20' w**

*\*Art Gallery:* The Art Gallery is a wonderful showcase of local and national artists. The Art Gallery surrounds the Ballroom on three sides, which allows extra room for food stations, gift tables, bars, and cocktail tables. **1,750 square feet**

*Conference Room:* The conference room is equipped with a large meeting table and executive chairs. It is perfect for a small corporate meeting and, depending on the table and chair arrangement, can fit up to 30 people. **611 square feet**

*Dance Studio:* The Dance Studio is a long room with hardwood floors and elegant molding details on the walls and ceiling. The Dance Studio also features a section with floor to ceiling mirrors, making a nice back drop for a bar or a dessert station. Perfect for a small private party, rehearsal dinner, baby shower, or a corporate meeting room. The Dance Studio has two entrances and is conveniently located next to the kitchen. Depending on table and chair setup, the Dance Studio can fit up to 65 people for a seated dinner or more for a more casual event. **1,200 square feet**

*Classroom East:* The Classroom East can be used as a kid's room or coat room for a larger party, a small meeting room, or host a small party of up to approximately 30 people. The East and West Classrooms are connected and can be used in conjunction with one another. **400 square feet**

*Classroom West:* The Classroom West can be used as a kid's room or coat room for a larger party, a small meeting room, or host a small party of up to approximately 30 people. The East and West Classrooms are connected and can be used in conjunction with one another. **400 square feet**

*Outside Grounds:* Facing Route 33, the Montpelier Center for Arts & Education's front lawn is a perfect location for an outdoor event. The front lawn is flat for tent rentals and outdoor parties. Montpelier Center for Arts & Education's front lawn provides a view of the old Montpelier School sign accompanied by nicely groomed shrubs. To the right of the Montpelier Center for Arts & Education, The Historic Sycamore Tavern provides a

*great backdrop. 1 acre (The Montpelier Center for Arts & Education's Outside Grounds are subject to availability.)*

*\*The Ballroom, Ballroom Stage, and Art Gallery are open to the viewing public without an appointment:*

*Monday-Thursday 9am-9pm, Friday 9am-6pm, and Saturday 10am-2pm. To view the other rooms you must make an appointment.*

*For appointments contact Kate McGrath at 804.883.7378 ext. 3 or [montpeliercenter@embarqmail.com](mailto:montpeliercenter@embarqmail.com).*

Rooms Rented: (For Office Staff Only!)

Ballroom: \_\_\_\_\_

Ballroom Only: \_\_\_\_\_

Dance Studio: \_\_\_\_\_

Classroom East: \_\_\_\_\_

Classroom West: \_\_\_\_\_

Grounds: \_\_\_\_\_

Conference Room: \_\_\_\_\_

Kitchen Only: \_\_\_\_\_

Art Studio: \_\_\_\_\_

## Floor Plan Checklist

**All renters must fill out this form! Mail, fax or deliver it to the Montpelier Center for Arts & Education at least two weeks prior to the event.**

Each renter is allowed one opening and one closing per event. If you do not coordinate your vendors with the one opening policy, and additional openings are provided, the renter will have a portion of their security deposit deducted. (Not following the one opening policy may result in some vendors being unable to get into the building. If a vendor could not deliver an item or items, due to the lack of coordinating with the Center's staff, the Montpelier Center is not held responsible.) If the renter is 30 minutes late or more for the opening, the renter will be charged a late fee.

**Event Date(s):** \_\_\_\_\_

### **1. Rentals**

**I wish to Reserve the following at no additional charge:**

#Round tables (24 available): \_\_\_\_\_

#6' Rectangle tables (14): \_\_\_\_\_

#8' Rectangle tables (2): \_\_\_\_\_

Chairs (250): \_\_\_\_\_

Decorative 5' Columns (6): \_\_\_\_\_

(Please indicate on floor plan(s) the position of tables and how many chairs per table.)

### **2. Event Timeline (Please provide the times that you will be using the center.)**

Date: \_\_\_\_\_

\* Open: \_\_\_\_\_ \*Close: \_\_\_\_\_

Ceremony Start: \_\_\_\_\_

Reception or Event \*Start: \_\_\_\_\_ \* End: \_\_\_\_\_

(All Renters must provide \*Times.)

### **3. Vendor Timeline (Additional information: not required)**

Caterer Arrival: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Cake Arrival: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Florist Arrival: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Band/DJ Arrival: \_\_\_\_\_ Contact: \_\_\_\_\_

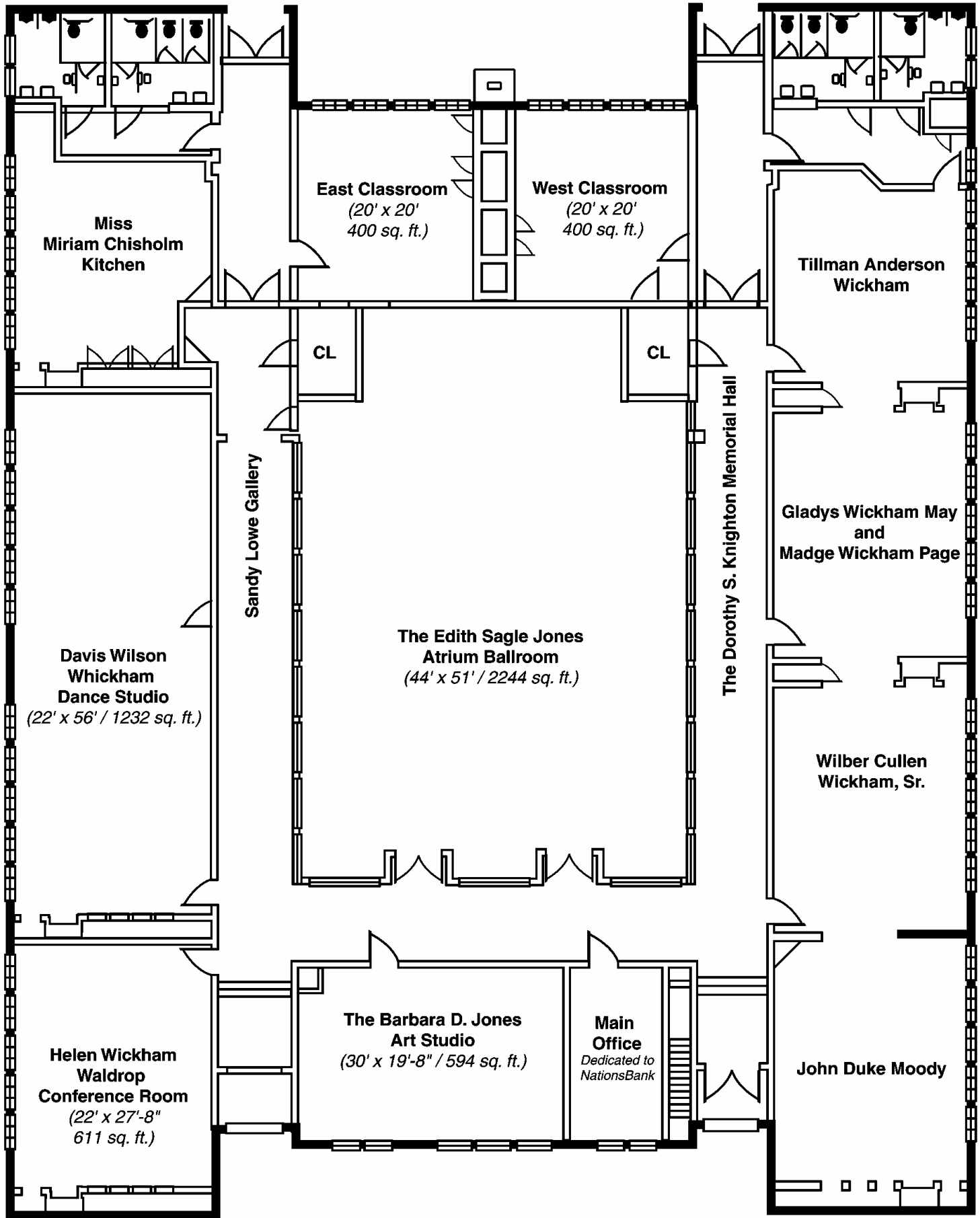
Phone: \_\_\_\_\_

Rentals Company Arrival: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Wedding Coordinator Arrival: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_



**The Lois Wickham Jones Library**

# Frequently Asked Questions

## **Q. What is included in the fee for facility rental?**

**A.** All rentals include tables and chairs along with the setup and breakdown of those tables and chairs, use of the bathrooms, and free parking. With the ballroom or dance studio rental fee, you also get use of our full catering kitchen. Please contact [Kate McGrath](#) for more information.

## **Q. What about parking?**

**A.** The Montpelier Center has a paved parking lot on the library side of the building as well as a large, unpaved parking lot behind the building which are both always available and free for use by guests of your event. Parking in the library lot is prohibited during library hours. The library hours are currently Monday-Thursday 9am-9pm, Friday 9am-6pm and Saturday 10am-2pm, all Montpelier rentals must park in the lot behind the center during the library hours. If your event is held outside of library hours, you are welcome to use the library parking lot freely.

## **Q. Are there any restrictions on serving alcohol?**

**A.** If serving alcoholic beverages, the **renter** agrees to obtain a **Banquet License obtained from the State ABC Board** and have the license on display at the event. The renter agrees to comply with all pertinent laws, statutes, ordinances, and governmental regulations pertaining to liquor and controlled substances.

It is the policy of the Montpelier Center for Arts and Education not to make its facilities available to individuals or groups when there is a reasonable expectation that alcoholic beverages will be available to persons under the legal age for alcohol consumption. The Center is not available for lease for ticketed events. In the event that a function is held at the Center and it is discovered that persons under the legal age are consuming alcohol, a representative of the Center has the authority to close down the function immediately. The renter releases the Center from any liability that may result from abuse of alcoholic beverages or controlled substances, or from termination of the event by the Center. The Center reserves the right to ask disorderly guests to leave, and if the behavior persists, the police may be called.

## **Q. Is smoking allowed in the Montpelier Center for Arts & Education?**

**A.** Absolutely no smoking is allowed in the Montpelier Center for Arts & Education. Receptacles are available outside the Center for exterminating cigarettes before entering the building.

## **Q. How do I reserve the Montpelier Center for Arts & Education for the date of my event?**

**A.** First, contact us to check the availability of your desired date, discuss your specific needs, fees, and any optional services. Next, decide upon the necessary start/end times of your event. Your reservation will be held for ten days without a deposit. All events require a non-refundable reservation fee that is credited towards your total bill. Please contact Kate McGrath for the appropriate reservation deposit amount.

Along with the payment of your non-refundable reservation deposit, you are also required to submit a signed contract to secure your date. Both of these are due within the 10 day holding period, and date will not be held until both are received. We will then provide you with a rental invoice showing receipt of your payment along with a schedule of future payments. The rental invoice will explain the timeline of the remaining security deposits. Your remaining rent balance is due one month before your event date.

**Q. What forms of payment are accepted?**

**A.** Forms of payment accepted – cash, checks, MasterCard and Visa.

**Q. Do I need to be a member of the Montpelier Center to rent the facility?**

**A.** It is not required to have a membership in order to rent the facilities at the Montpelier Center for Arts & Education. However, even if you do not live in Montpelier there are many great reasons to join. Members receive discounts on classes and other Montpelier events. Confident that you will have an enjoyable and successful event at the Montpelier Center, encourages you and your guests to consider future support of our efforts to preserve Hanover County History and to promote Art and Education. Find our how to [become a member](#) or [support the Montpelier Center for Arts & Education](#) by visiting our website!

**Q. Who performs setup and cleanup for my event?**

**A.** The rental fee includes setup and breakdown service which includes setting up and taking down tables and chairs in rental room(s). The renter is responsible for checking bathrooms and cleaning anything beyond the normal scope of usage. The renter is expected to return the facility in the same condition as delivered on the day of the contract.

**Q. Is there a payment plan option?**

**A.** Yes, depending on how close to the date you have booked your rental, payment plans are available. In order to have a payment plan, you must book your rental date six months to a year before the actual event. **However, no matter which payment plan you are on, every renter must pay the rental balance in full, one month prior to the rental date.** Please contact [Kate McGrath](#) for more payment plan information.

**Q. What is your contact information?**

**A.** For all questions concerning rental of The Montpelier Center facilities, please contact Kate McGrath using the contact information below.

**Phone:** 804-883-7378

**Email:** [montpeliercenter@embarqmail.com](mailto:montpeliercenter@embarqmail.com)

**Fax:** 804-883-1199

**Mail:**

P.O. Box 82

Montpelier, VA 23192



**Rental Guidelines Form** PO Box 82•Montpelier, VA 23192•804.883.7378 phone•804.883.1199 fax

**All renters must fill out this form! Mail, fax or deliver it to the Montpelier Center for Arts & Education at least two weeks prior to the event.** It is the renter's responsibility to share these following important guidelines with any friends, family members, or vendors helping with the event.

I, \_\_\_\_\_ on \_\_\_\_\_, agree to,

1. All deliveries/pick-ups to the Montpelier Center must be approved by Montpelier Center staff on the floor-plan checklist.
2. Clean -up must be completed before departure of the event. Everything belonging to the caterer and renter must be removed from building after the event. \*After the event, a Montpelier Center staff member will go over a check-out list with the renter. If any items from the check-out list are not completed, the renter will be charged.
3. Each renter is allowed one opening and one closing per event. If you do not coordinate your vendors with the one opening policy, and additional openings are provided, the renter will have a portion of their security deposit deducted. (Not following the one opening policy may result in some vendors being unable to get into the building. If a vendor could not deliver an item or items, due to the lack of coordinating with the Center's staff, the Montpelier Center is not held responsible.) If the renter is 30 minutes late or more for the opening, the renter will be charged a late fee.
4. Contract cutoff time is 12 midnight. A \$100 late fee will be applied after the first half hour beyond 12 midnight. Each additional 30 minutes after will result in a \$200 fee.
5. The Montpelier Center for Arts & Education is not held responsible for any items left in the hallway during library hours before an event.
6. The rental party is responsible for any damages caused by or to guests, catering, and any other contract employees of the rental party.
7. The responsibility of the renter and any vendor selected by the renter to comply with all fire and safety regulations.
8. During events held on weekends after 2 PM the Montpelier Center will provide safe convenient parking for all of your guests using a small lot immediately behind the Montpelier Center and an additional parking next to the library. Parking in the library lot is prohibited during library hours. The library hours are currently Monday-Thursday 9-9pm, Friday 10-6pm and Saturday 10-2pm, all Montpelier rentals must park in the lot behind the center during the library hours.
9. Any decorations/tables for the dance studio rentals on Saturdays can be set up only after 12pm.
10. Any rentals during the week will have to re-route deliveries and must use the library entrance during the hours of 3-6pm.
11. If reserved and paid for, Friday decorating may only take place from 9-3pm. All rehearsals and rehearsal dinners must be approved by the Montpelier Center staff.
12. Rented dishes and glasses are not allowed to stay at the Montpelier Center for Arts & Education overnight. Plastic dishes must be placed in garbage bags, tied, and placed in the kitchen garbage cans.

**Adjoining Rooms:**

13. Adjoining rooms are not to be used unless prior authorization has been given. The conference room with the storage closet and the other classrooms are not to be used during the rental of the ballroom. If these rooms are used during the course of the event a rental fee will be charged.
14. NO SMOKING is permitted anywhere inside the building.

**Failure to conform to these guidelines may result in a fine to cover expenses incurred by the Montpelier Center for Arts & Education.**

**(Renter's) Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**(Office Staff ONLY) Check-Out Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_