

Meeting Rental Information

Hourly Pricing

	<u>Mon - Thurs</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Ballroom * kitchen included	\$70/hr	\$90/hr	\$135/hr	\$75/hr
Dance Studio with kitchen	\$30/hr	\$40/hr	\$50/hr	\$40/hr
without kitchen	\$25/hr	\$30/hr	\$40/hr	\$30/hr
Conference Room	Not available 3 pm -	Wed – Fri 7:30 pm	\$25/hr all other	times
Kitchen	\$20/hr all days -	Minimum 3 hrs		

Hourly Rentals Include:
 6' rectangle tables (14)
 8' rectangle tables (2)
 5' round tables (24)
 Gray metal folding chairs (250)
 Setup/breakdown service
 Personalized floor plan
 Optional Full Catering Kitchen
 A list of preferred caterers is provided

Renter is responsible for obtaining own ABC license.

* Refer to the floor plan on Page 9 for details on room location.
 * All rentals and rooms, including grounds, are subject to availability.

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. The ballroom rental fee includes use of a full catering kitchen. For smaller classes or board meetings we offer rentals with fewer amenities. Please contact [Ann Comfort](#) for more information.

Q: What about parking?

A: There is safe, convenient parking for all guests in several lots surrounding the Montpelier Center including "Handicap" spaces. The gravel lot, near the softball field, and the paved lots beside the building near Clazemont Road are for use. Parking in the library lot, closest to the building, is only available after 2 p.m. Saturdays, after 6 p.m. Fridays and 9 p.m. Monday through Thursday.

Q: Are there restrictions on serving alcohol?

A: If serving alcoholic beverages, the **renter** agrees to obtain a **Banquet License from the State ABC Board** and to 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. 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 and end times of your event. Your reservation will be held for ten days without a deposit. The non-refundable reservation deposit is credited toward the total bill. This fee is one-third of the total rental 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 the date will not be booked until both are received. We will then provide you with a rental invoice showing receipt of your payment along with a schedule of further payments. Your final 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. All payments can be made on our website through PayPal.

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, we encourage you and your guests to consider future support of our efforts to preserve Hanover County History and to promote Art and Education. Find out how to become a member or support The Montpelier Center for Arts and Education by visiting our website at www.montpeliercenter.org.

Q: Who performs setup and cleanup for my event?

A: The rental fee covers 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 [Ann Comfort](#) for more payment plan information.

Q: What is your contact information?

A: For all questions concerning rental of The Montpelier Center facilities, please contact [Ann Comfort](#) using the contact information below.

Phone: 804-883-7378

Email: info@montpeliercenter.org

Fax: 804-883-1199

Mail:

P.O. Box 82

Montpelier, VA 23192

Room Descriptions

***Ballroom:** The Ballroom is the centerpiece of the Montpelier Center for Arts and Education. What was previously an old school house auditorium and gymnasium is now a beautiful setting for plays, concerts, classes or meetings. The light-filled Atrium Ballroom can seat in excess of 200 people. **2,100 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. **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, and can be used for display 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 accommodate 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. The Dance Studio has two entrances and is appropriate for a corporate meeting with up to 150 people. **1,200 square feet**

*The Ballroom, Ballroom Stage, and Art Gallery are open to the viewing public without an appointment: Monday-Thursday 9am-9pm, Friday 10am-6pm, and Saturday 10am-2pm. To view the other rooms you must make an appointment.

For appointments contact [Ann Comfort](mailto:Ann.Comfort@montpeliercenter.org) at 804.883.7378 or info@montpeliercenter.org

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.

Event Date(s): _____ Number Attending: _____

1. Event Timeline (Please provide the times that you will be using the Center.)

Date: _____

* Open: _____ *Close: _____

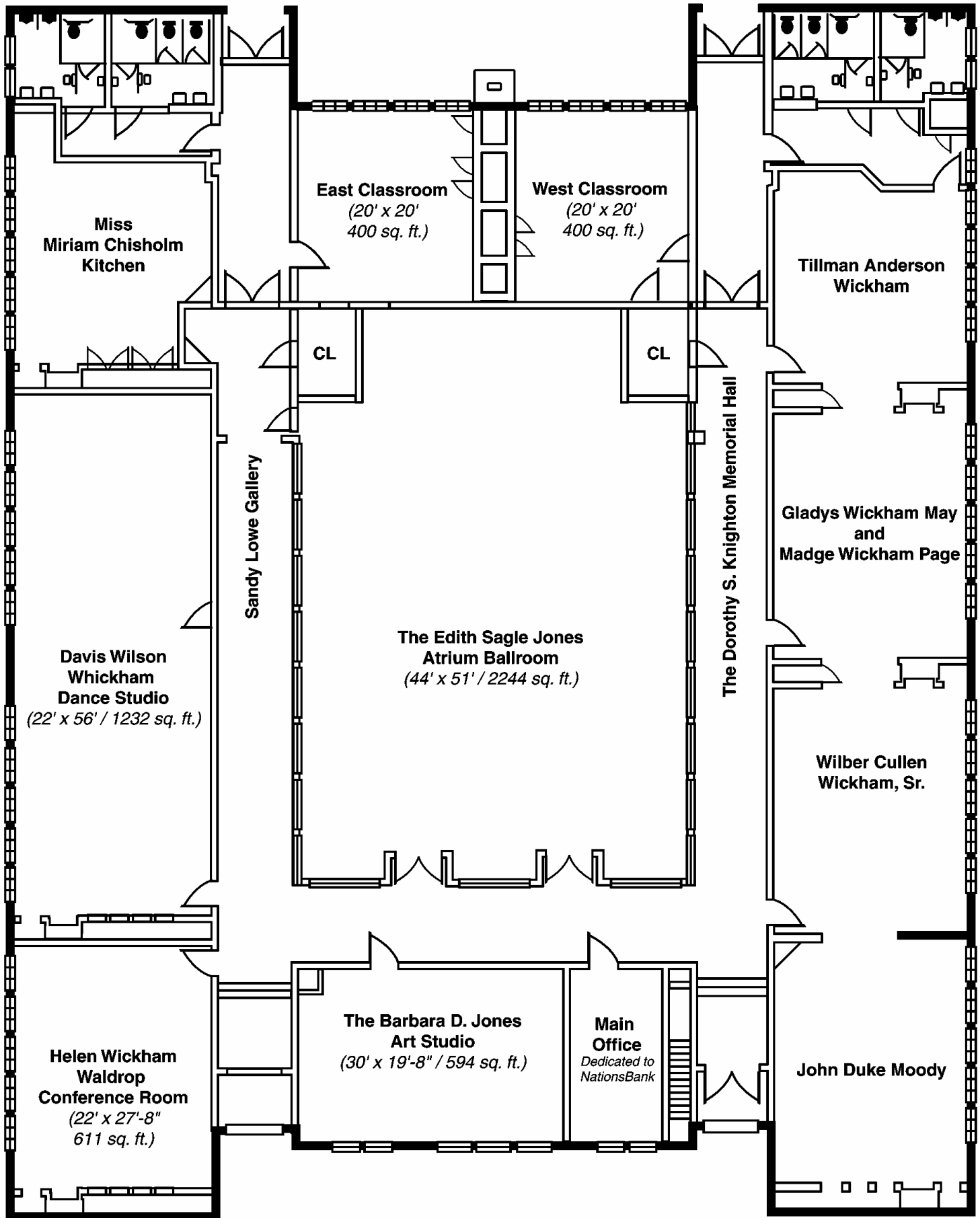
Event *Start: _____ * End: _____

(All Renters must provide *Times.)

2. Floor Plan

Please indicate on attached floor plan layout the position of tables for serving and seating as well as the number of chairs per table. The rental includes the following tables and chairs:

- 24 5' round tables
- 14 6' rectangle tables
- 2 8' rectangle tables
- 250 chairs



The Lois Wickham Jones Library



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. Clean -up must be completed before departure of the event. Everything belonging to the 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.
2. The contract is for a specified block of time. The renter will be charged for time exceeding the contract hours.
3. The Montpelier Center for Arts & Education will not be responsible for lost, stolen or damaged items left by the lessee during hours when the building is open to the public.
4. The rental party is responsible for any damages caused by or to guests or any other contract employees of the rental party.
5. It is the responsibility of the renter to comply with all fire and safety regulation.
6. There is safe convenient parking for all guests in several lots surrounding the Montpelier Center including Handicap spaces. The gravel lot beside the softball field and the paved lots beside the building near Clazemont Road are available for use. Parking in the library lot, closest to the building, is only available after 2 pm Saturdays, after 6 pm Fridays and 9 p.m. Monday through Thursday.
7. Adjoining rooms are not to be used unless prior authorization has been given. If these rooms are used during the course of the event a rental fee will be charged.
8. 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 _____