



## Program Reservation

The Lee-Fendall House is an historic building on the National Register of Historic Places. It is owned and operated by the Virginia Trust for Historic Preservation (VTHP).

### Introduction

Whereas, the VTHP is a 501(c)(3) tax exempt charitable organization and operates the Lee-Fendall House as a museum open to the general public, and whereas, the contracting party wishes to so use the Lee-Fendall House, now therefore, the parties intending to be so bound hereby agree as follows.

The contracting party wishes to make a reservation for a Lee-Fendall House program on the date set forth below and in the attached Event Information form (incorporated by reference herein). The contracting party is understood to have discussed the nature and content of the program with a representative of Lee-fendall House prior to signing and agreed to the same. At all events, the Lee-Fendall House will appoint a representative to open and close the building and be present and in charge during the function.

### Program Fees

This agreement is made this \_\_\_\_\_ by and between the VTHP/The Lee-Fendall House and \_\_\_\_\_ (“contracting party”) for the program entitled \_\_\_\_\_ on \_\_\_\_\_ from the hours of \_\_\_\_\_ to \_\_\_\_\_.

The total program fee for the contracting party is \_\_\_\_\_

A reservation deposit equal to 25% of the total program charge (\$50.00 minimum) is due upon signing this program reservation or the contract will automatically become null and void. The balance of the total program fee is due and payable two weeks prior to the program date. If this reservation is signed less than four weeks prior to the event date, full payment of the total rental charge is due at the signing of this reservation.

The Lee-Fendall House may not be able to accommodate additional program attendees added less than two weeks before the program date. The museum reserves the right to charge a higher program fee to any attendees added less than two weeks prior to the program date.

Should the contracting party cancel the program reservation; the program fee and deposit will be returned if the Lee-Fendall House is given at least 6 months prior written notice. If written notice of cancellation is given between 6 and 2 months prior, the program fee and deposit will be returned, minus a 10% processing fee (\$25.00 minimum). If written notice of cancellation is given between 2 months and 2 weeks prior, the program fee and deposit will be returned, minus a 25% processing fee (\$50.00 minimum). No refund of the deposit fee will be given if the program reservation is canceled within 2 weeks of the program date. The museum will make a good faith effort to reschedule the program with the contracting party.

### **Force Majeure Conditions**

The contracting party agrees that VTHP, the Lee-Fendall House, any affiliated organizations and their officers, directors, members, employees, agents, and representatives shall not be liable for losses, damages (including attorney's fees, court costs, and consequential damages), detention, delay or failure to perform in whole or in part resulting from causes beyond its control, including but not limited to acts of God, acts or omissions, fires, weather conditions, power failures, strikes, riots, embargos, delays in transportation, inability to obtain supplies or requirements, or regulations of the United States government or any other civil or military authority (to include any local legislation regarding liquor license requirements). Delays or non-performance excused by this provision shall not excuse payment of any amount due hereunder owed at the time of the occurrence. If an event is cancelled in whole or in part because of a force majeure condition, a complete or partial refund of monies will be made to the contracting party no later than thirty days after the date of the event.

### **Photographs**

The Virginia Trust for Historic Preservation shall have the right to take photographs at the event for the purpose of advertising the Lee-Fendall House. All rights to, and the use of these images shall belong to the VTHP.

### **Smoking**

Smoking is not permitted in the Lee-Fendall House Museum, on its front (Oronoco Street), side or rear porches, or within 30 feet of any entrance. Smoking is permitted in the garden. Flowerpots can be provided for the disposal of smoking material. Smoking under tents is prohibited by Virginia state law.

### **Children**

Visitors are responsible for the supervision of all children attending the event to protect Lee-Fendall House's irreplaceable historic and cultural resources. All children on Lee-Fendall House property must be supervised by an adult at all times.

### **Accessibility**

Entry to the Lee-Fendall House requires negotiating a minimum of eight steps. The Garden is accessible to wheelchairs and strollers. The Board of Directors and staff of the Lee-Fendall House Museum & Garden are committed to developing solutions to provide all visitors equal access to its facilities, programs, events, and activities. A schedule for developing an access plan to remove barriers to equal access has been approved by the Board of Directors. For questions or concerns regarding accessibility, please contact John Christiansen, Executive Director, at (703) 540-4321 or at [jchristiansen@leefendallhouse.org](mailto:jchristiansen@leefendallhouse.org).

### **Garden Safety**

Attendees are advised of the following challenges inherent to an outdoor setting and should take appropriate cautions for themselves and their guests:

- ❖ The Lee-Fendall House grounds contain many rock outcroppings and small depressions. Grass and walkways may be slippery with rain or dew. Please watch your step on uneven ground.
- ❖ Brick walkways and paths may be uneven and have space between bricks. Please watch your step and wear appropriate footwear.

**Parking**

Lee-Fendall House Museum on-site parking is limited. Four spaces are available in the parking apron area. The Lee-Fendall House Museum reserves two spaces for staff use.

On-street public parking, without a time limit, is allowed on weekends and holidays and after 5:00 PM weekdays along North Washington Street and on the residential streets north of Princess Street. Two and three-hour parking limits are clearly marked by signs throughout Old Town, restrictions vary by area.

Bus and motorcoach parking is limited in the Old Town area. For more information about motorcoach parking, and pick-up and drop off zones, please visit the City of Alexandria’s Motorcoach Information Page at <https://www.alexandriava.gov/Motorcoach>.

**Additional Terms**

This contract shall be governed and constructed in accordance with the laws of the Commonwealth of Virginia. This contract may not be assigned in whole or in part by the contracting party except with prior written approval by the Lee-Fendall House. This contract and its attachments constitute the entire understanding between the parties. This contract may only be amended in writing signed by both parties.

Contracting Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Contracting Party: \_\_\_\_\_

VTHP Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## Program Fees

*Effective January 2019*

All program reservations require a deposit of 25% of the total program fee, which must be paid to the Lee-Fendall House Museum before an event is officially booked. The amount of the Security Deposit is not applied to the balance due for fees associated with the rental of the site. Rates are subject to change without notice. Please refer to the Lee-Fendall House Museum's program reservation form for terms and conditions.

<b>Program</b>	<b>Fee</b>
<b>House Tours (10 person minimum)</b>	
Tour of House & Grounds	\$5/person (discount for groups of 20+)
Special Topic House Tour	\$10/person
- Stories in the Architecture	
- Under the Same Roof (African American history)	
<b>Walking Tours (10 person minimum)</b>	
The General's Tour (R.E. Lee)	\$10/person
Beyond the Battlefield (Civil War)	\$15/person
War of 1812 in Alexandria	\$10/person
Prohibition in Alexandria	\$10/person
<b>Teas (5 person minimum)</b>	
Private Tea Only	\$35/person
Tea & House Tour	\$40/person
<b>School Tours</b>	
The War at Home	\$2/student
(Civil War & Reconstruction)	(1 adult/10 students free)
	\$4/additional chaperones

## **Event Information**

This form must be filled out and submitted with the Program Reservation Form.

Name of contracting party:

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Address:

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Telephone number:

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Email address:

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Date of event:

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Expected number of attendees:

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Times of event:

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