



*Lee-Fendall House*  
MUSEUM AND GARDEN

## Program Reservation Form

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).

In addition to regular historic tours of the house and grounds, the Lee-Fendall House offers a variety of special tours, walking tours, and tea programs. These programs are available to private groups of ten adults or more by reservation.

### House Tours and Walking Tours

A minimum of 10 people are required to reserve a program.

A deposit of \$50.00 is due upon submitting a program request to secure a reservation. Final payment is due the day of the program.

Changes in the program time or expected number of attendees must be submitted in advance of the program time; however, the museum cannot guarantee it can accommodate such requests.

In the event of a cancellation, a \$50.00 administrative fee will be deducted from the program deposit. The museum will make a good faith effort to reschedule the program with the contracting party.

### Tea Programs

A minimum of 5 people are required to reserve a tea program.

A deposit of \$250.00 is due upon submitting a tea program request to secure a reservation. The balance is due 7 days prior to the program date. If a tea program is requested less than four weeks prior to the program date, full payment of the total charge is due at the signing of the reservation.

Changes in the program time or expected number of attendees must be submitted in advance of the program time; however, the museum cannot guarantee it can accommodate such requests. The museum reserves the right to charge a higher program fee to any attendees added to a tea program less than two weeks prior to the program date.

Should the contracting party cancel the program reservation; the program deposit minus a \$50.00 administrative fee 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 months and 2 weeks prior, the program deposit will be returned, minus a \$150.00 administrative fee. 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.

### 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.

### **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>.

### **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.

### **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.

# Program Reservation Information

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.

A schedule of available programs and associated fees is attached to this document. Please note the requested program, cost per person, and group size below.

Name of contracting party: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of program request: \_\_\_\_\_

Time of program request: \_\_\_\_\_

Expected number of attendees: \_\_\_\_\_

Cost per person: \_\_\_\_\_

Deposit: \_\_\_\_\_

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

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

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

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

## Program Fees

*Effective March 2019*

All program reservations require a program deposit, which must be paid to the Lee-Fendall House Museum before an event is officially booked. 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
Downton Abbey Tour	\$10/person
Under the Same Roof: Enslaved and Free Servants at Lee-Fendall	\$10/person
Stories in the Architecture	\$10/ person
<b>Walking Tours (10 person minimum)</b>	
The General's Tour (R.E. Lee)	\$10/person
Beyond the Battlefield (Civil War)	\$15/person
The War of 1812 in Alexandria	\$10/person
Lee Family Homes	\$10/person
Prohibition in Alexandria	\$10/person
<b>Teas (5 person minimum)</b>	
Private Tea Only	\$35/person
Tea & House Tour	\$40/person
Downton Abbey Tea	\$50/person
Girl Scout Tea (8 scout minimum)	\$15/scout, \$10/chaperone (1 chaperone required/ 10 scouts)
<b>School Tours</b>	\$3/student or adult chaperone) (1 adult/10 students free)