



*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 topic tours, walking tours, and school programs. These programs are available to private groups by advance reservation.

### **House Tours and Walking Tours**

A minimum of 5 people is required to reserve a program.

A deposit of \$25.00 is due upon submitting a program request to secure a reservation. Final payment is due a week prior to the program date.

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 \$25.00 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.

### **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.

### **Children**

All children on Lee-Fendall House property and attending a program or event 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. For questions or concerns regarding accessibility, please contact the Executive Director at (703)548-1789 or [director@leefendallhouse.org](mailto:director@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 brick parking area in front of the museum. 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.

Contracting Party

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

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

VTHP Representative

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

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

**Program 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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## **Program Fees**

*Updated January 2021*

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 (5 person minimum)</b>	
<b>Tour of Lee-Fendall House</b>	<b>\$7/person (discount for groups of 20+)</b>
<b>Special Topic Tours</b>	<b>\$10/person</b>
- Stories in the Architecture	
- The Women of Lee-Fendall House	
- Under the Same Roof: Enslaved and Free African Americans at Lee-Fendall	
<b>Walking Tours (5 person minimum)</b>	
<b>Beyond the Battlefield: The Civil War in Alexandria</b>	<b>\$10/person</b>
<b>Prohibition in Alexandria</b>	<b>\$10/person</b>
<b>Garden Tours (5 person minimum)</b>	<b>\$7/person (discount for groups of 20+)</b>
<b>School Tours</b>	
<b>The War at Home (Civil War &amp; Reconstruction)</b>	<b>\$2/student (1 adult/10 students free) \$4/additional chaperones</b>