



FORMER POST OFFICE AND CUSTOMS HOUSE

CONTACT INFORMATION:

Department of Special Events
Fort Monroe Authority
Phone: 757-690-8061 **Fax:** 757-637-7776
Email: fmevents@fmauthority.com
Address: Old Post Office and Customs House
20 Ingalls Road
Fort Monroe, VA 23651

FEES:

APPLICATION FEE: \$50.00: Applies to each venue and is non-refundable.
All ceremony options require a \$100.00 security deposit in addition to the individual fee.

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| Refundable Security Deposit: \$100.00 | First Hour \$200.00 | Each Additional Hour \$75.00 |
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ALL FEES ARE SUBJECT TO CHANGE

FEES: Individual venue rental fees vary based on location, time of year, and expected attendance as defined in these Terms of Use. The following apply to all venues unless otherwise stated in the venue-specific information. A non-refundable \$50.00 application fee is required per event. Only one deposit is required per event, not per venue. If renting multiple venues, the highest deposit amount associated with those venues rented applies. A security deposit is due no later than 5 business days after the application is approved. Reservation will be confirmed upon receipt of payment. The full balance is due 60 days in advance of the event date. Payments may be made online, in person, or mailed to Fort Monroe Authority, Department of Special Events, 20 Ingalls Rd, Fort Monroe, Virginia 23651. Payment is accepted in the form of credit, check, cashier’s check, money order, or cash. Make checks and money orders payable to: **FORT MONROE AUTHORITY**



TERMS OF USE:

Reservations will be granted on a first come, first served basis to any applicant who submits a completed application, a non-refundable \$50 application fee, deposit, and complies with the Terms of Use and policies for venue rental at Fort Monroe as defined in this application. The FMA has the right to deny an application if the proposed event is deemed outside the scope of the Terms of Use for a specific venue or location at Fort Monroe, OR if the event is deemed beyond the logistical capacity of the venue or the Fort Monroe Authority to support. The FMA has the right to cancel a reservation if the applicant violates any of the Terms of Use or specific venue rental policies. The FMA reserves the right to cancel any reservation, change the location for a special event, or prohibit applicant access to a portion or all of the premises when it is deemed necessary, such as during earthquakes, hurricanes, active shooters, civil unrest, or other unsafe circumstances and special circumstances. The FMA will endeavor to give the applicant reasonable notice when cancelling the reservation, changing the location, or prohibiting access to premises. Cancellation due to inclement weather may result in the loss of the security deposit or other fees. (See the cancellation policies for details.) The Fort Monroe Authority retains the right to assign this contract to the National Park Service, or its 3rd party designee, without prior notice. All terms of any assigned contract will remain valid.

These Terms of Use are applicable to anyone renting any special event venue at Fort Monroe as described below. A person must be a minimum of twenty-one (21) years of age to rent an event venue at Fort Monroe. The purpose of these Terms of Use are to provide policies, procedures, and guidance to anyone interested in utilizing event venues at Fort Monroe, as well as anyone with a confirmed contract and reservation. Events should be private in nature, including but not limited to: weddings, wedding rehearsals, photography, memorial services, military ceremonies, other special ceremonies, private social gatherings, graduations, anniversary parties, receptions, reunions, picnics, corporate and other private meetings, etc. Not all venues at Fort Monroe are appropriate for all events.



SCHEDULE: Venues for events are available for rent year round Monday through Sunday (certain dates may be excluded). Applicants will have the option of reserving a designated date and time. All venues require a minimum rental term and applications are accepted on a first come; first served basis. All rentals are based on availability. Due to the location of venues, rental times are fixed and may not exceed the boundaries of the agreed-upon time frame as defined in the application. Applicants who exceed the agreed-upon rental time by more than 30 minutes (either before or after) without approval from the Fort Monroe Authority prior to the event date will be charged an additional \$200.00 per hour.

RESERVATIONS: Applications for venue rentals must be received at least 60 days prior to the requested date. The FMA may accept applications closer to the event date at its sole discretion. Inquiries for availability of date may be made by calling 757-637-7778 or 757-690-8061. Rental and deposit fees must be paid in order to confirm reservation of any venue. At the time of reservation, the applicant must complete the application and sign the Terms of Use.

PARKING: Parking for events at Fort Monroe is permitted in defined spaces anywhere parking is not designated as reserved by signage. Parking at the Chamberlin is strictly prohibited. Additional parking is permitted in any designated public parking space on Fort Monroe as marked.

PUBLIC ACCESS: Many areas of Fort Monroe are open to the public on a daily basis. Public access must be maintained at all times at Fort Monroe through public areas. Reservations guarantee the applicant has privileged access only to the venue defined on the application and immediate surrounding areas as defined by the map included with the Venue Rental Policies during the designated event time only.

BACKUP LOCATIONS: Backup locations at Fort Monroe due to inclement weather are limited. It is the responsibility of the applicant to secure a backup inclement weather location (if any). Cancellations of venue rental within 72 hours of rental due to inclement weather will be charged in accordance with the "Cancellations" section of these Terms of Use. Failure to remove decorations or equipment for any reason could result in the partial or complete loss of the security deposit. Event insurance coverage in case of inclement weather, illness, or cancellation should be considered.

HISTORIC RESOURCES: Fort Monroe is a National Historic Landmark District and a National Monument. For your safety and to protect our cultural heritage, the use of metal detectors and treasure hunting is prohibited at Fort Monroe by federal and state law. Unlawful damage to state and federal property may be prosecuted. In addition, the disturbance, displacement, damages or removal of any object of antiquity at Fort Monroe is prohibited under the Virginia and Federal Antiquities Acts and will be prosecuted.

PRIVATE EVENTS: All venues at Fort Monroe are for private events only. Private events are those defined as functions limited to circumstances when guests have been previously invited by means of a predetermined list or membership roster. In addition, no event will be permitted under circumstances where the event is open to the general public or has been advertised as such. Any event under this application found to have violated this section at any time during the rental process will be cancelled immediately by the Fort Monroe Authority. For additional penalties associated with non-compliance, please see the "Failure to Comply" section of these policies. Fort Monroe event venues are strictly for the activities and guests associated directly with this application and are not open to the general public.



CANCELLATIONS: This section applies in circumstances other than weather, or those defined under the “Unforeseen Events” section of these Terms of Use. Cancellations due to circumstances involving extreme weather will be considered for refunds on a case-by-case basis. The \$50.00 application fee is not refunded under any cancellation circumstance. An applicant may cancel an event up to 120 days prior to the event without additional charge. Cancellation between 60 and 120 days prior to the event date will result in loss of security deposit. Cancellation thereafter will result in loss of the security deposit and of 50% of the total rental fee. Cancellation within 72 hours of the event will result in loss of the security deposit and the total rental fee.

UNFORSEEN EVENTS: The FMA is not responsible for failure to provide the basic facilities and services due to emergencies, catastrophes, or interruptions of public utilities. If a force majeure prevents the event from taking place as scheduled, the FMA will allow for the event to be rescheduled pending availability, with no penalty. Application fees still apply and are not refundable.

REFUNDS: The security deposit will be returned within 30 days following the event providing satisfactory compliance with the Post-Event Checklist and no loss or damage to the premises. Applicant will be notified of the status of the refund of the security deposit via email, or in writing if an email is not provided by the applicant, within 5 days of the completion of the event. Further, the applicant will be financially liable for any loss or damages in excess of the security deposit. See the “Cancellations” and “Unforeseen Events” sections of these Terms of Use for refunds applicable in extenuating circumstances.

ENTERTAINMENT: Providing entertainment during the event is the applicant’s responsibility. This section also applies to musical or other elements associated with weddings or other ceremonies held at Fort Monroe. Notifications of entertainment shall be submitted to The Fort Monroe Authority, Department of Special Events in writing no later than 30 days prior to the event including, the name of the entertainer, point of contact, and telephone number. Amplified sound must fall within the compliance of the noise ordinance defined by the City of Hampton (see below) and is enforceable by the Hampton Police Department.

City of Hampton Sec. 22-9. - Prohibited noises enumerated.

It shall be unlawful for any person to cause or permit to be caused any of the following prohibited sounds or noises:

- (1) Social gatherings and parties. Allowing any noise between 10:00 p.m. and 7:00 a.m. generated from a gathering of two (2) or more people that is plainly audible (i) inside the confines of the dwelling unit, house or apartment of another person or (ii) in a residential area, at one hundred (100) or more feet from the gathering
- (2) Sound-producing and sound-reproducing devices. The use, operation or playing of any radio, phonograph, television, record, compact disc, tape, digital music, MP3 or DVD player, musical instrument, loudspeaker, sound amplifier or other machine or device capable of producing or reproducing sound, regardless of whether such sound-producing or sound-reproducing machine or device is located inside of a structure or outside of or on a structure, in such a manner or with such volume or duration that it is plainly audible between 10:00 p.m. and 7:00 a.m., (i) inside the confines of the dwelling unit, house or apartment of another person or (ii) in residential areas, at fifty (50) or more feet from the device.



PETS AND SERVICE ANIMALS: For the safety and comfort of all visitors and guests, AND due to the historic nature of the facilities at Fort Monroe, animals are not permitted inside any building governed by these Terms of Use. However, guide dogs, signal, or service dogs (as defined by law) are allowed inside buildings at Fort Monroe. Animals are permitted on a leash for events at outdoor venues. All sanitary needs for the animals are the responsibility of the applicant.

PHOTOGRAPHY AND MEDIA: The Fort Monroe Authority reserves the right to photograph and/or videotape any event at Fort Monroe and utilize those images in advertising and/or promotional materials as well as for historical documentation. Any person wishing to utilize photography, and/or videos taken at Fort Monroe, for commercial purposes must obtain a permit from the Fort Monroe Authority. Please call 757-637-7778 for commercial photography or filming.

PERSONAL PROPERTY: All personal property placed on the premises shall be at the sole risk of the applicant or owner of such personal property, and the Fort Monroe Authority shall have no liability for any reason for damage to or loss of same. The applicant's personal property is not covered by any insurance carried by the FMA, and it shall be the applicant's responsibility to obtain any insurance necessary to protect personal property placed on the premises. Applicant agrees to maintain sufficient liability insurance to protect the applicant's interests during the event and shall name the Fort Monroe Authority, and the Commonwealth of Virginia as additionally insured when/if necessary.

HOLD HARMLESS: The applicant agrees to indemnify and hold the Fort Monroe Authority harmless from, and indemnify it against, all losses, claims, charges, and expenses including reasonable legal fees, arising from third party claims in connection with the premises and any activities arising from or associated in any way with the allowed use of the premises.

HAZARDOUS MATERIAL: The applicant shall not store any weapons, explosives, combustibles, or any hazardous flammable, combustible, explosive, foul, noxious, or illegal materials on the premises.

EQUIPMENT RENTAL: The FMA provides minimal equipment included with the rental of a venue. See the individual Venue Policies for provided/available equipment. Venue-specific equipment provided by the FMA is not available in all locations. Additional equipment must be provided by the applicant at their expense. Notifications of equipment rentals shall be submitted in writing to Fort Monroe Authority, Department of Special Events no later than 30 days prior to the event, including the name of the rental company, point of contact, and telephone number. Removal of all rented equipment by the end of the reservation time is the applicant's responsibility in accordance with the Terms of Use and Policies, and failure to do so may result in additional fees and/or the forfeiture of the security deposit.

DECORATIONS: Decorating is the applicant's responsibility. Decorations may not be affixed by staples, nails, or adhesive materials to any surface. Rice, birdseed, balloons, and/or open flames (including sparklers, or other pyrotechnics), glitter, and confetti are not allowed at any venue at Fort Monroe. Bubbles may be used. Please refer to the individual Venue Request Form for additional decorating details associated with a specific venue. Furthermore, it is the applicant's responsibility to remove all decorations after the event in accordance with the Terms of Use. Failure to do so will result in forfeiture of the security deposit and/or additional fees.



POLICIES:

PURPOSE: The Former Post Office and Customs House at Fort Monroe is available as a rental venue. These policies define appropriate uses for the space, hours of operation, guidelines for usage, and general policies used to preserve and protect the historic nature and daily use of the facility. Appropriate uses for the space include, but are not limited to, a waiting or changing area for anyone participating in a ceremony held at Fort Monroe, meetings, or small receptions. Other activities will be considered on a case-by-case basis with the approval of and at the discretion of the Fort Monroe Authority.

ALTERNATE CEREMONY SITE: The Former Post Office and Customs House may be used as a backup/inclement weather location for outdoor ceremonies at Fort Monroe under the following conditions: 1. The ceremony does not exceed a maximum number of 30 people including participants and guests. 2. The applicant has a preexisting and approved application for a ceremony at Fort Monroe. 3. The facility is available and does not have a previously scheduled rental by another applicant. 4. Fort Monroe staff are available to oversee the venue during the event. Last minute requests for usage of the Former Post Office and Customs House as an inclement weather location for outdoor ceremonies at Fort Monroe will be considered on a case-by-case basis. Additional fees may apply.

HOURS OF OPERATION: The venue is available during the hours defined below and is available in one (1) hour increments. All activities including any set up and breakdown must be completed during the reserved time frame. The contact person for the event should plan on arriving 15 minutes prior to and remaining 15 minutes after the reserved time to complete the pre-event and post-event checklists with an FMA employee. No person, vendor, or guest will be given access before the pre-event checklist is completed. The Fort Monroe Authority allows a minimum of one (1) hour between rentals for cleaning and administrative purposes.

Monday – Friday, 5:30 pm – 8:00 pm
Saturday and Sunday, 8:00 am – 6:00 pm

SPACES: The Former Post Office and Customs House at Fort Monroe serves daily as the main administrative offices for the Fort Monroe Authority. Due to the nature of business conducted by the Fort Monroe Authority, use of the facility is restricted to public areas only. Those spaces include the main lobby, the first floor conference room, the kitchen, and the first floor restrooms. All other areas of the facility are off limits to the applicant and their guests. Please see the “Accessibility” section of these policies for circumstances in regard to handicapped access. The application of hair and makeup products is limited to the restrooms. The maximum capacity for events in the venue is thirty (30) people.

HISTORIC RESOURCES: Fort Monroe is a National Historic Landmark District and a National Monument. For your safety and to protect our cultural heritage, the use of metal detectors and treasure hunting is prohibited at Fort Monroe by federal and state law. Unlawful damage to all state and federal property may be prosecuted. In addition, the disturbance, displacement, damage, or removal of any object of antiquity at Fort Monroe is prohibited under the Virginia and Federal Antiquities Acts and will be prosecuted.



FOOD AND BEVERAGES: Light food and beverages are permitted in the Former Post Office and Customs House. Applicants must comply with all state and local health regulations as well as all ABC license requirements and regulations. Food items should not exceed heavy hors d’oeuvres. There is a warming drawer and microwave available for use. NO open flame, including sterno cans, portable gas cook tops or other incendiary devices may be used for warming. Electric warming devices including crock pots and hot plates may be used with prior approval from the Fort Monroe Authority. Cooking on site IS NOT permitted.

RESTROOM USAGE: Restrooms are available to event participants only. Portable restrooms are available in Continental Park for ceremony guests.

TRASH AND CLEAN UP: Applicant is responsible for returning the facility to the condition in which it was found. All trash and food debris must be cleaned up and placed in proper trash receptacles. Trash cans are available with liners for the use by the applicant. All food and drink must be removed from the kitchen (counters, warming drawer, microwave, refrigerator, and freezer). Any spills, crumbs, or other food debris are the responsibility of the applicant. All personal items must be removed from the premises before the end of the reserved time. Lost and found items will be held for a limited time. Any items left will be disposed of within 48 hours of the rental if not claimed.

ACCESSIBILITY: The first floor of the Former Post Office and Customs House is fully ADA compliant. Due to the location of the handicapped accessible entrance to the building, those needing handicapped accommodations will be accompanied by an FMA staff member to and from the accessible entrance. Please provide notice prior to your event for ADA access.

FAILURE TO COMPLY: Due to the nature of the daily use of the Former Post Office and Customs House, an FMA employee will be on site throughout the duration of the event. The FMA employee will ensure compliance with all policies and document any violations. Failure to comply with the policies governing the usage of the Former Post Office and Customs House or the Terms of Use for venues at Fort Monroe could result in the loss of the security deposit, additional costs associated with any non-compliance, cost in relation to failing to comply with the Post-event Checklist, or cost associated with damage to facilities as the result of the rental. Additionally those applicants who do not comply with these policies or Terms of Use will not be considered for any future use of any event venue under the management of the Fort Monroe Authority.