



Administration Use:

Event Name: _____

Lease Number: _____

Event Date: _____

**WORKHOUSE ARTS CENTER
FACILITY USE REGULATIONS**

The Workhouse Arts Center is pleased to make its facilities available for events of all types whether it is social or business events. However, as an arts center housing original and irreplaceable collections, LAF has a special responsibility to ensure not just for the safety of visitors but also that of the works of art in LAF's care. The following regulations have been designed to ensure that these pieces of art are protected from damage during events hosted at the Workhouse Arts Center.

GENERAL REGULATIONS

- No event can take place unless a formal lease agreement and the Facility Use Regulations have been signed and returned. This agreement must be returned to the Special Events Department by the date specified on the agreement. Final payment of applicable rental fees is due 180 days prior to the event date.
- In accordance with the lease, Lessees must provide the Workhouse Arts Center with a certificate of liability insurance in the amount of one-million (\$1,000,000.00) dollars. This certificate must indicate the Workhouse Arts Center, the Lorton Arts Foundation, the County of Fairfax, and their officers, employees, agents, and representatives are named as additional insured parties. The certificate of insurance must be provided prior to the event. In no case will the facility be available without this coverage.
- The Lessee/Organization sponsoring the event agrees to assume all responsibility for any injury to persons attending the event. The Lessee also assumes responsibility for any loss of property by persons attending and agrees to assume responsibility for damage or theft to the Workhouse Arts Center and its artistic and other contents by anyone attending their event, to the extent that any such occurrence is not caused by the negligence, recklessness, or willful conduct of Workhouse Arts Center staff.
- The Fairfax County Fire Department has established maximum safe occupancy loads for all spaces. These are legal limits and cannot be exceeded or an event will be shut down. Please note that space capacities are in part determined by the arrangement and layout of a specific event.
- The Workhouse Arts Center is a non-smoking facility. Smoking is not permitted in any of the buildings. Please advise event guests that they must smoke outdoors.
- Functions involving young people under the age of 18 must have adequate adult supervisions. There should be one (1) adult present for every fifteen (15) children.
- Animals, including household pets, are not permitted in the Gallery.

ARTWORK

- The Workhouse Arts Center is an arts facility, first and foremost. While the facility is intended primarily as an arts center, the Workhouse staff will work to accommodate your needs to best of their ability.
- Artwork that is hanging on the walls, sitting on pedestals, or free-standing may not be moved from its designated position. Only Workhouse staff will be able to handle the artwork if it needs to be re-located during the event. Re-locating artwork will be at the discretion of the Workhouse staff.
- Early submission of an intended floor plan is encouraged as the Workhouse staff can attempt to arrange artwork according to Lessee's floor plan if it is on file before an exhibit is set up.

SCHEDULING, SET UP, AND BREAK DOWN OF EVENTS

- All Vendors and early arrivals must first check in with the Special Event Department where they will be shown the designated entrance to the facility being rented. All packages and/or materials brought into the facility for decoration or presentation are subject to inspection. These materials must be removed immediately following the end of the event. Rental companies may pick up equipment the next day.
- Vendors must be pre-approved by the Special Events Department. Please refer to the Vendor Guidelines document for additional information.
- Lessees must submit a list of all Vendors, contact names and phone numbers as well as a load-in timeline for the day of the event one-week prior to the event day to the Special Event Department.
- The Caterer is responsible for setting up and breaking down tables and chairs, cleaning the Gallery and kitchen area (floors free of debris and mopped clean, all equipment used for event properly cleaned and stored and equipment turned OFF) and carrying out all trash (including empty bottles, unused bags of ice, etc.). Internal Workhouse trash containers must be left empty. All trash must be discarded in the dumpsters located on-site. There is one dumpster located in the south parking lot behind Studio W-04 and one dumpster located in the north parking lot behind Studio W-11.
- All tables, chairs and decorations must be placed at a distance of at least 4 feet from any piece of artwork, either hanging, free-standing or on a pedestal.
- The Lessee must arrange a logistics walk-through at the Workhouse Arts Center with the Caterer, Event or Wedding Coordinator, and designated Workhouse Arts Center staff no less than ten days prior to the event.
- Tent or furniture rental Vendors must be approved by the Special Events Department. The Vendor must provide a copy of their business license and proof of liability insurance in the amount of \$1,000,000 before a lessee can use their services for an event. The Special Events Department must receive signed materials three weeks prior to the event.

CATERING

- Caterer must be approved by the Special Events Department. Please refer to the Vendor Guidelines document for additional information.
- Caterer is allowed to keep a truck behind the Gallery during an event only if it needs to be plugged in for refrigeration purposes. If a truck is kept by the Gallery, the engine must be off and the keys must remain in the ignition the entire time the truck is there. In the event that a fire alarm is activated, the driver of the truck must remove it from the Gallery area immediately.
- The Lessee may purchase alcoholic beverages from The Workhouse Arts Center for the event. If Lessee chooses for the caterer to provide alcoholic beverages, an \$8.00 per bottle and \$1.00 per beer corkage fee will apply. The Lessee’s caterer must provide an off-site ABC pouring license for Lessee’s event.

DECORATIONS

- The Special Events Department reserves the right to approve all decorations brought into the facility. All decorations and signs must be freestanding and must not conflict with artwork. Signs on the walls are not permitted. Banners may be hung with prior approval.
- Artwork that is hanging on the walls, sitting on pedestals, or free-standing may not be moved from its designated position. Only Workhouse staff will be able to handle the artwork if it needs to be re-located during the event. Re-locating artwork will be at the discretion of the Workhouse staff. Early submission of an intended floor plan is encouraged as the Workhouse staff can attempt to arrange artwork according to client’s floor plan if it is on file before an exhibit is set up.
- Florist must be approved by the Special Events Department.

PARKING

- The Workhouse Arts Center currently has 300 parking spaces that can be utilized during events.

For any questions or clarifications regarding these restrictions, please contact the Marketing & Events Department at 703-584-2900. Please mail this signed Facility Use Regulations form to:

**Marketing & Events Department
Workhouse Arts Center
9517 Workhouse Way
Lorton, Virginia 22079**

I have read, understand, and agree to abide by these regulations.

Name

Event Date

Signature

Date