



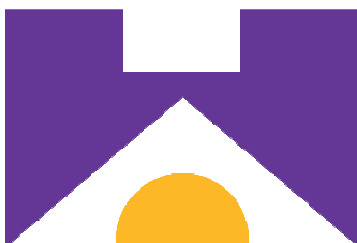
## Facilities Rental Information

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Thank you for your interest in hosting your event at the Workhouse Arts Center. Whether it is a social or business event that you are interested in hosting, the setting of the Workhouse can provide a unique setting to create an event as distinctive as it is memorable.

Now listed on the National Register of Historic Places, the Workhouse dates back to 1910 when it was created as a federal reformatory. At the beginning of the 20<sup>th</sup> Century, President Theodore Roosevelt's progressive era vision was to provide prisoners with fresh air, natural light and structured purposeful work, as the basis for their rehabilitation. The most famous Workhouse tenants include the women suffragists, who were imprisoned by the District of Columbia for picketing the White House, demanding their right to vote. The prison complex closed in 2001, giving way to the Lorton Arts Foundation's efforts to transform the historic 30-building Workhouse facility into a vibrant, world-class arts community.

As it stands today, the Workhouse is now home to over 100 artists and 130 visual and performing arts classes. The complex's main quad is surrounded by classically inspired buildings and arched walkways, combining rich history and inspiration for artistic expression, to create an amazing experience for wedding receptions, reunions and other social or business events.



Phase II & III plans for the Workhouse include a 600-seat event center, a 300-seat theater, an outdoor music barn, restaurants, and a museum. Currently, the newly renovated Gallery Building, Quad, and Quad Tent (seasonally) are available to host special events.

If you are interested in hosting your event at the Workhouse Arts Center, or to schedule a tour of the available space, please contact the Business Office at 703-584-2900.

### **GALLERY BUILDING**

The Gallery building, formerly a dormitory, is a two-story structure which hosts art exhibitions and is ideal for reunions, receptions, or other social or business events. There is a kitchen area for catering, as well as an elevator for access to the second floor. The two floors can be rented out separately or together. The first floor can accommodate 160 people for a standing reception while the second floor of the Gallery can

accommodate up to 200 people for a standing reception or a seated dinner. Please refer to the Event Rental Fee Sheet for our current schedule of fees.

### **QUAD TENT**

From May through October, the Workhouse has the Quad Tent available for rent, with a 350-seat capacity. There is a dedicated electrical circuit to the tent, and there are a limited number of lighting instruments hung for decorative lighting and stage lighting. The Tent comes equipped with a raised wood stage, for staging musicians, performers or a ceremonial configuration. Changes to the existing setup require a permit for approval (billed separately), so sufficient lead time must be allowed if changes to the existing configuration are planned.

### **THE QUAD**

The core area of the Quad, which was designed in the early 20<sup>th</sup> century to promote positive social interaction, is bordered on two sides by arcades that connect the studio buildings. The Quad area creates an open, fresh air ambiance for outdoor celebrations, weddings, dinners or receptions. Please call the Business Office for rental fees in the Quad.

The area of the Quad can be rented out once the Workhouse is closed to the public. The Workhouse does not provide any equipment with the rental of the Quad space, so please keep in mind that a caterer utilizing this space must be totally self-sufficient, as there is no kitchen in this facility.

### **HOSTING YOUR EVENT AT THE WORKHOUSE**

Please note that the requested facilities will be reserved once the *Facility Lease Agreement* and *Facility Use Regulations* documents are ratified.

# Facilities Use Regulations

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## GENERAL REGULATIONS

The Workhouse Arts Center is pleased to make its facilities available for events of all types, whether it is social or business events. As an arts center, housing original and irreplaceable collections, the Foundation has a special responsibility to ensure the safety of visitors and the works of art in Foundation'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.

- 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 Business Office by the date specified on the rental lease agreement. Final payment of applicable rental fees is due six months 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. The facility will not 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, 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, and our staff will work with you so that the event layout meets the occupancy loads.
- 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 in designated smoking areas.
- Functions involving young people under the age of 18 must have adequate adult supervisions. There should be one (1) adult present for every ten (10) 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 its 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 prior to the event.

- 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 business office (or Gallery Associate on weekends) 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 business office. Please refer to the *Vendor Information* document for additional information. All of the vendors on the *Vendor Information* list have been pre-approved by the Workhouse.
- 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 to the business office one-week prior to the event, so that deliveries, load-in and load-out can be properly coordinated with Workhouse staff and event staff.
- The caterer is responsible for setting up and breaking down tables and chairs, cleaning the leased space (floors/grounds free of debris and clean, all equipment used for event properly cleaned, 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 business office. The vendor must provide a copy of their business license and proof of liability insurance in the amount of \$1,000,000.00, before a lessee can use their services for an event. The business office must receive signed materials two weeks prior to the event.

## **CATERING**

- Caterer must be on the approved list (see approved vendor list), or go through the processes of being approved by the business office. Please refer to the *Vendor Information* document for additional information.
- Caterer is allowed to keep a truck behind the Gallery W-16 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.
- If Gallery W-16 2<sup>nd</sup> Floor is being used, caterer's must ensure that equipment (tables, chairs, food holding equipment) is carried across the wood floor, so as to damage. Unfortunately, tape may not be adhered to the wood floor.
- Should the Lessee want to cater their own event, they must be mindful that the Workhouse does not have a kitchen that has been approved by the Fairfax County Health Department for food preparation. All food brought into the facility must be prepared and maintained to proper temperature without the use of the Workhouse kitchen area.

