



The Athenæum: Since 1852

We are open Thursday, Friday and Sunday from 12 to 4 pm and on Saturdays from 1 to 4 pm.

The Athenaeum is home to the Northern Virginia Fine Arts Association (NVFAA).

The NVFAA is partially supported by funding from the Virginia Commission for the Arts, the National Endowment for the Arts, and the Alexandria Commission for the Arts. The NVFAA is committed to compliance with the Americans with Disabilities Act. To request a reasonable accommodation or materials in an alternative format contact us at nvfaa@nvfaa.org or call 703.548.0035.



The significance of the Athenaeum is threefold: it is a fine example of classic revival architecture, one of only two in the City of Alexandria; it has a long and colorful history of occupation; and it is home to the Northern Virginia Fine Arts Association.

The land the Athenaeum was built on was originally owned by Lord Fairfax and surveyed by George Washington. As such, it is located in one of the oldest parts of Alexandria. Constructed between 1851 and 1852, it began as the Bank of the Old Dominion. The bank was the source of capital and financing of various businesses—being strategically situated at the head of “Captain’s Row,” a block of 18th century houses still facing the original cobblestone street. It is believed the massive vault of the bank sat atop a huge base of stone and rock—which is under the current floor of the main gallery, and visible from the kitchen and main meeting room below.

The Bank of the Old Dominion occupied the building from its completion until the Civil War. Following the occupation of Alexandria by Union forces, the building was taken over and became the Chief Commissary Office of the U.S. Commissary Quartermaster. The NVFAA has a copy of a photograph taken by Matthew Brady showing Army officers outside the building during the period.

The bank eventually closed its doors in 1862. From 1870 to 1907, the building served as the home of the First Virginia Bank. From 1907 to 1925, Leadbeater and Sons, one of the oldest Alexandria firms, utilized the building for their wholesale pharmacy business. During the 2007 renovation of the building, small corks and product packaging from Leadbeater were discovered in the rubble under the main gallery subfloor.

In 1925 the Free Methodist Church of North America used the building as their house of worship. They were the first society of that faith to be formed in the Metropolitan region.

The Northern Virginia Fine Arts Association bought the building in 1964, repaired it, restored it to its current state and renamed it the Athenaeum. The Athenaeum became the first branch of the Virginia Museum of Fine Arts and remains a showcase for all kinds of art.

The Athenaeum is on both the Virginia Trust and National Register of Historic Places, so conserving the building is a foremost goal. Over \$300,000 has been raised over the last 40 years to restore and preserve the Athenaeum. As a 501(c)(3) nonprofit organization, the NVFAA survives financially with income from membership dues, grants, private donations, ballet school tuition, ticket sales, and facility rentals. The Athenaeum is one of the few privately owned buildings in Alexandria open to the public and depends largely on the community for its survival.



Rates and Requirements

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Rates

Rates listed are per hour. Minimum of four hours is required for rentals. The building is not available for rent Thursday through Sunday from 12 to 4 pm. Please contact the Athenaeum to check availability for your event. Registered non-profit organizations should inquire about discounted rates.

	MAR-JUNE SEP-OCT	NOV-FEB JUL-AUG
MONDAY-THURSDAY	\$250	\$150
FRIDAY + SUNDAY	\$350	\$250
SATURDAY	\$450	\$350

Capacity

- Standing reception in galleries / 150
- Seated dinner / 80
- Seated dinner with dance floor and band / 40
- Classroom style / 110
- Courtyard / 35

These maximum capacities are strictly enforced in compliance with fire regulations. The renter is responsible for keeping the number of guests attending the event within the maximum capacity.

Room Sizes

- Main gallery / 1,176 sq. ft.
- Rear gallery / 238 sq. ft.
- Rear hall / 80 sq. ft.
- Total upstairs / 1,494 sq. ft.

Contract Requirements

NVFAA MEMBERSHIP. Renters of the Athenaeum must be members of the Northern Virginia Fine Arts Association at the Supporter/Sponsor level or above.

RENTAL DEPOSIT. One half of the contracted amount is due within two weeks of the contract agreement. If no deposit is received, the contract is no longer valid. The balance is due three weeks prior to the event. Overtime or unexpected costs are subtracted from the security deposit or billed after the event is complete.

SECURITY DEPOSIT. A security deposit is required in the amount of \$500 and is due and payable at the signing of the rental contract. The Athenaeum retains the right to use any or all of the security deposit toward any claim it may have or for overtime, clean up, damages or destruction of the Athenaeum or any property located in or on the premises belonging to the Athenaeum, as a result of the contracting party's use of the premises on the event date.

AGREEMENTS. Renters must review and sign the Rules and Regulations for Renting the Athenaeum, the Release of Liability form, and must fill out an event information form.



Rules and Regulations for Renting the Athenæum

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Overview

It is the responsibility of the person or persons who have signed the rental contract to ensure that all caterers and subcontractors are fully informed of the rules and regulations for renting the Athenaeum.

Adhering to these rules and regulations will help the Athenaeum remain a well-maintained historic structure, and also ensures that the \$500 security deposit is returned in full to the renter.

The renter may use any professional caterer approved by the Athenaeum. All caterers must have a current certificate of insurance on file at the Athenaeum prior to the event. Self-catered events are not permitted—a licensed caterer must be onsite and responsible.

The Athenaeum is in a residential neighborhood. No loud music that might disturb neighbors is allowed. No smoking is allowed inside or on the front steps.

Delivery and pick up

COORDINATE ENTRY TIME WITH ATHENAEUM STAFF. Access for entry to the Athenaeum must be coordinated in advance with Athenaeum staff. Once a time is set, the caterer is to coordinate the arrival time of his or her personnel and subcontractors.

EARLY OR UNSCHEDULED DELIVERIES. Early and unscheduled deliveries through the front door will not be allowed. If equipment arrives early and the garden is not in use, equipment may be left in the garden on the day of the event.

FRONT AND BACK DOOR DELIVERIES. Equipment to be used downstairs is delivered through the back gate on Lee Street and through the back door, and upstairs equipment is delivered through the front door.

CARE DURING DELIVERY. As equipment is moved into and out of the building, particularly in the upstairs gallery, the utmost care must be taken to protect the floors and artwork.

REMOVAL OF ALL EQUIPMENT AT CONCLUSION OF EVENT.

Pick up by the caterer and rental companies will be at the conclusion of the event. The Athenaeum does not have facilities to store rental equipment. The renter will be charged by the hour until everything has cleared the property. If the renter is given permission to delay pickup of materials until the next day, a fee of \$250 will be charged.



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Setup

MAINTAIN SPACE BETWEEN WALLS, ART AND TABLES.

Furniture will be arranged in the galleries so as not to endanger any artwork or exhibits. Set tables far enough from walls so people sitting down have sufficient room to maneuver. Similarly, bars and food tables need ample room away from the walls.

PROTECTION OF GALLERY FLOORS. All rental furniture, including tables and chairs, must have gliders or taped feet to prevent paint marks and scratches on the floor. Any furniture delivered without gliders, tape or feet that might scratch the floor will not be permitted in the building. Bars will have mats to catch liquid spills, and proper rigid, watertight containers for ice (no bags of ice on the floor).

DECORATIONS. The Athenaeum must approve decorations, other than freestanding or table decorations. Nothing can be attached to the walls, inside or out, without permission.

DO NOT TOUCH ART EXHIBITS. Caterers must caution their employees and subcontractors that art cannot be touched or moved.

FIRE IN THE ATHENAEUM. Candles will have hurricane lamps or similar protection. No open flame cooking is allowed at the Athenaeum.

USAGE OF SPACE. The large downstairs room and the bathrooms may be used by the renters, their contractors and guests. Staff may use the spiral staircase and pass through the storage room. The office is not to be entered by any staff or guest.

FOOD MUST BE COOKED OFFSITE. The stove and microwave are for the warming of foods, not cooking. It is expected that food will have been previously prepared offsite.

BRING WHAT YOU NEED. If sterno is to be used, bring a fan to circulate the air and preclude setting off the fire alarms. The Athenaeum does not furnish cooking equipment, trash bags, kitchen towels, etc.

RESTROOM SUPPLIES. The Athenaeum has two restrooms downstairs. You can expect them to be clean at the start of the event and supplied with paper towels, toilet tissue and hand soap.

Clean up

RETURN FACILITIES TO ENTRY CONDITION. Renters are responsible for informing all caterers and subcontractors that they are responsible for leaving the building, including the kitchen and restrooms, clean and orderly. Rooms are to be swept, spillage mopped, etc.

REMOVE TRASH FROM PREMISES. All trash must be removed from the property. There is a \$50 per bag charge for any trash left behind on the premises, inside or out.

I have read the Rules and Regulations for Renting the Athenaeum and fully understand as they apply to my event.

NAME OF CONTRACTING PARTY

SIGNATURE

DATE



Event Information

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This form must be filled out and submitted with the Rules and Regulations for Renting the Athenaeum, Release of Liability form, and a rental contract.

NAME OF CONTRACTING PARTY

ADDRESS

TELEPHONE

EMAIL

TYPE OF EVENT

NUMBER OF ATTENDEES EXPECTED

DATE OF EVENT

TIME OF EVENT





Release of Liability

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In requesting the use of the Athenaeum, an historic building owned and operated by the Northern Virginia Fine Arts Association (NVFAA) at 201 Prince Street, Alexandria, Virginia, I shall be liable for all claims for personal injury or property damage arising out of or relating to the function, and I agree to indemnify and hold harmless, NVFAA, the Athenaeum, any affiliated organizations and their officers, directors, members,

employees, agents, and representatives from any liability, claims, damage, loss, or expense (including attorney's fees, court costs, and consequential damages) relating in any way to the event or caused by the use of the Athenaeum facility by the contracting party, the contracting party's guests or invitees, the contracting party's agents such as caterers, musicians, and others who are working for or with the contracting party.

DATE OF EVENT

NAME OF CONTRACTING PARTY

SIGNATURE

DATE





Rental Contract

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This agreement is made this _____ by and between the Northern Virginia Fine Arts Association (NVFAA)/the Athenaeum and _____ for an event on _____ from the hours of _____ to _____.

The Athenaeum is an historic building on the National Register of Historic Places. It is owned and operated by the Northern Virginia Fine Arts Association (NVFAA) as an art center. The Athenaeum organizes art shows and is open to the public, through tours and through event functions, which allow access to its programs.

Introduction

Whereas, the NVFAA is a 501(c)(3) tax exempt charitable organization and operates the Athenaeum as an art center open to the general public and dedicated to the performing and visual arts and, whereas, the contracting party wishes to so use the Athenaeum, now therefore, the parties intending to be so bound hereby agree as follows.

Conditions for Use of the Athenaeum

The contracting party wishes to use, and the NVFAA agrees to allow the contracting party to use, the Athenaeum premises on the date set forth above. The contracting party must view the Athenaeum under the guidance of an Athenaeum representative before signing this contract. The contracting party must also read and agree to abide by the Rules and Regulations for Renting the Athenaeum and become a Supporter level or above member of the NVFAA. At all events, the Athenaeum will appoint a representative to open and close the building, and be in charge and present during the function.

Rental Fees

The rental rate for the contracting party shall be in accordance with following fee schedule:

The rate for this event is _____ per hour for _____ hours for an expected total of \$_____.

The rental fee refers only to a _____ hour period of use. This "period of use" is determined by the arrival time of the caterer at set-up and the departure time of the caterer following clean-up. The rental fee shall not be prorated if the period of use does not last for the entire block of time reserved. Additional time is billed at a rate of \$300 per hour and will be prorated in 15 minute blocks.

A rental fee deposit equal to 50% of the total amount is due within two weeks of the date this contract is signed or the contract will automatically become null and void. The balance of the total payment is due and payable three weeks prior to the beginning of the event. If this contract is signed less than three weeks prior to the event date, full payment is due at the signing of this contract.

Should the contracting party cancel the event, the full rental fee deposit will be returned if the Athenaeum is given at least 6 months prior written notice. If written notice of cancellation is given between 6 and 3 months prior, all but \$250 will be returned. If written notice of cancellation is given between 3 months and 1 month prior, all but \$500 will be returned. No refund of the rental fee will be given if the rental contract is canceled within one month prior to the date of the event.



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Security Deposit

In addition to the rental fee deposit, a security deposit in the amount of \$500 is required at the signing of this contract. The Athenaeum retains the right to use any or all of the security deposit toward any of the contracting party's obligations under the contract or any claim the NVFAA may have, or for overtime, clean up, damages to or destruction of the Athenaeum or any property located in or on the premises belonging to the Athenaeum as a result of the contracting party's use of the premises or in any way relating to the event.

If any such damage or destruction is caused by the contracting party's caterer or any of the caterer's agents, representatives or employees, the Athenaeum will attempt first to recover its damages and expenses from the caterer; however, if and when reasonable efforts to recover such damages and expenses, which does not include litigation, are unsuccessful, the Athenaeum will look to the contracting party for the same. The full amount of the security deposit will be refunded no later than 30 calendar days after the event if it is determined that no damage has occurred and that there are no claims or other outstanding obligation at that time involving the contracting party.

Damage

The contracting party hereby agrees to be fully and solely responsible for any damage in any way relating to the event, and to be fully and solely responsible for any damage to or destruction of the Athenaeum or any property located in or on the Athenaeum caused by the contracting party or any of its agents, guests, or invitees. The contracting party is responsible for maintaining the Athenaeum facility and the adjacent garden area in as good, clean condition as that in which it was immediately prior to the contracting party's use. The contracting party further agrees to pay any and all costs of repair of damage to the facility caused by itself or its agents, guests, or invitees, or occurring during its or its agents, guests, or invitees use of the facility pursuant to this contract.

Indemnification

The contracting party agrees to indemnify and hold harmless, NVFAA, the Athenaeum, any affiliated organizations and their officers, directors, members, employees, agents, and representatives from any liability, claims, damage, loss, or expense (including attorney's fees, court costs, and consequential damages) relating in any way to the event or caused by the use of the Athenaeum facility by the contracting party, the contracting party's guests or invitees, the contracting party's agents such as caterers, musicians, and others who are working for or with the contracting party. A *Release of Liability for Renting the Athenaeum* form must be signed in addition to this contract.



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Force Majeure Conditions

The contracting party agrees that NVFAA, the Athenaeum, 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.

Selection of the Caterer

The Athenaeum reserves all rights of final approval of the caterer and any other vendors selected for the event. The Athenaeum also reserves the right of final approval of all decorations brought into the building. If the contracting party selects a caterer that is new to the Athenaeum, that caterer must meet with an Athenaeum representative to view the facilities and familiarize themselves with the Athenaeum rules. All caterers must also provide a certificate of insurance prior to the event.

Photographs

The Northern Virginia Fine Arts Association shall have the right to take photographs at the event for the purpose of advertising the Athenaeum. All rights to, and the use of these images shall belong to the NVFAA.

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 Athenaeum. 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

Athenaeum Representative

SIGNATURE

DATE

TITLE



Membership Benefits, Annual Dues and Application

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Enjoy the many benefits of belonging to a special group of preservationists and art enthusiasts: the Northern Virginia Fine Arts Association. In addition to receiving invitations to all art exhibition openings, musical performances, and other special events, as a member you are helping preserve and maintain the historic Athenaeum. This landmark survives and flourishes because of the generosity and involvement of people like you. Your contribution matters—and we thank you for your commitment to the Athenaeum.

Senior/Student \$25

Invitation to all performances, exhibits and events at the Athenaeum.

Contributor \$40

Invitations to all performances, exhibits and events at the Athenaeum, plus 2 free tickets to any of the Athenaeum's Second Thursday Music concerts.

Supporter/Sponsor \$100

All the benefits of a Contributor membership, plus Supporter/Sponsors may rent the Athenaeum for special events.

Patron \$500

All the benefits of a Supporter membership, plus a 10% discount* on all rentals up to 4 hours.

Benefactor \$1000

All the benefits of a Supporter membership, plus a 15% discount* on all rentals up to 6 hours.

*Discounts are subject to availability, not applicable for weddings and wedding receptions or Saturday evenings, and is subject to the Athenaeum standard rental guidelines.

Please complete this form, detach across the dotted line, and send to 201 Prince Street, Alexandria, Virginia 22314. Make checks payable to NVFAA, or if you prefer using PayPal, please visit us at nvfaa.org. Thank you.

NAME

ADDRESS

CITY

STATE

ZIP

PHONE

E-MAIL

AMOUNT ENCLOSED

Senior/Student \$25 Contributor \$40 Supporter/Sponsor \$100 Patron \$500 Benefactor \$1000