



## Park Rental Policies and Procedures

The Mariners' Museum is happy to share our park with you. In turn we appreciate your awareness of the importance of helping us preserve and protect the natural environment by observing the following policies:

- 1) Use of the Noland Trail is not authorized in conjunction with any event. The Noland Trail pathways, entrances, and parking areas must remain open to the public for use at all times.
- 2) Use of the Park for any fundraising events, partisan political events, or any event involving admission fees, raffles, contributions, or ticket sales is not allowed without proper prior approval from the Museum. Park events may not be open to the public or advertised in any way without proper prior approval from the Museum.
- 3) Parking is strictly limited to Museum owned property. Parking is not authorized in the Museum's paved parking areas/spaces unless approved. Requestor is responsible for contacting and making arrangements with the City of Newport News or other property owners when necessary. If direction of pedestrian traffic is of concern during the event, the Newport News City Police should be contacted. (Note: Museum Drive at Lion's Bridge is **not** Museum property and is under the jurisdiction of the City of Newport News and subject to the city parking codes).
  - a) Specific to Lion's Bridge Areas:
    - i) No parking is allowed on traffic islands, medians, or along on the street, unless the requestor obtains written authorization by the City of Newport News, and then must provide copies of approval(s) to the Museum.
- 4) The Museum must be notified of any third party, such as a caterer, equipment rental company, or security agency, whom the user proposes to employ to operate in the Park in connection with the event. All such third parties must check in at the Protection Services Office at the Museum Business Entrance before proceeding to the Park area. The Mariners' Museum Protection Services staff has final say on park policies and rules regardless of the presence of any outside security agency.
- 5) Large banners may be used in the immediate areas reserved. Small directional signage within the Park area and along roads to guide participants is allowed. All Museum signage must remain visible and unharmed. All types of promotions that name The Mariners' Museum must be approved by the Museum no later than two weeks prior to your event. Requestor shall obtain permits from the City of Newport News for all signs posted on city property or streets.
- 6) In consideration of nearby residents, excessive amplified music is not permitted. Protection Services staff will assist in determining acceptable noise levels, if necessary.
- 7) All trash is to be removed at the end of the event. Museum trash containers must be left empty. Museum dumpsters may be used for disposal or additional dumpsters may be rented for the event.
- 8) User is required to provide off-site security or leave items at your own risk for the event. The Museum is not responsible for any equipment ordered by user from an outside supplier that is delivered prior to, used during, or left for pick-up after any event.

- 9) Use of Museum Park portable toilets are approved when available. If desired, the user is required to obtain sufficient temporary toilet facilities for the expected number of attendees, make all contractual agreements, and pay all expenses directly with applicable companies. Placement of these items must be approved by Museum staff well in advance to the event.
- 10) Caterers must be licensed. An alcoholic beverage license is required for events serving alcohol. The client (or caterer by way of client) is responsible for obtaining the license and making sure it is on the premises during the function.
- 11) Alcohol use is allowed only with proper ABC licensing. The Museum must have a copy of the license two weeks before the event. Requestor must establish a clearly defined boundary for alcohol use (e.g., post signs "No Alcohol Beyond This Point") during event setup. Requestor must also provide sufficient control measures to enforce boundary (e.g., temporary fencing, stanchions with rope). The Museum's Protection Services department will help to determine proper boundaries.
- 12) In order to preserve the delicate shoreline, no water related activities of any kind are permitted.
- 13) The following activities are not permitted in The Mariners' Museum Park areas:
 

a) Swimming	e) Littering
b) Private boats	f) Motorcycles and bicycles off paved roads
c) Fishing from banks of lake	g) Harming natural areas
d) Open fires	

Failure to follow rules listed above may result in forfeiture of all or part of the reservation deposit.

*Thank you for considering The Mariners' Museum for your historic occasion!  
It will be our pleasure to work with you to ensure a successful event...*

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**PRINTED NAME**

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**DATE**

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**SIGNATURE**

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**SPACE RENTED**

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**DATE OF EVENT**