



# VIRGINIA BEACH HISTORY MUSEUMS

TODAY'S DATE: \_\_\_\_\_

Please submit completed application no less than  
**30 days prior to start of event to:**

Virginia Beach History Museums  
3131 Virginia Beach Blvd.  
Virginia Beach, VA 23452

## Commercial Permit for History Museums Site Usage

The provisions of Chapter 24 of the City Code of Virginia Beach authorize the Director of the Virginia Beach History Museums to develop and administer City policies, procedures, rules, and regulations governing the use of all City outdoor facilities. A **Commercial Permit for History Museums Site Usage** application is for individuals or organizations wishing to utilize a City of Virginia Beach historic site for commercial business purposes. These commercial businesses include, but are not limited to, exercise classes, fitness boot camps, instructional classes, run clubs/organizations, personal training, eco tours, public art classes, any and all instructional classes, and commercial photography sessions for which a fee is collected by the event organizer, sponsor or producer. The commercial business may not be operated on any history museums site unless and until the application is granted and a permit is issued. No advertising/marketing or staking of any kind is allowed on history museums sites.

No changes can be made to this permit once it has been submitted to the Permitting Office. If additional items are needed at a later date, a new Commercial Permit for History Museums Site Usage Application and an additional processing fee may be required.

The information requested on this Commercial Permit for the History Museums Site Usage Application will be used to determine if the permit will be approved. Completed forms may be released upon the request of any citizen as provided by the Freedom of Information Act. Completion of this form is voluntary; however, failure to complete this form will prevent processing of your application.

Any misrepresentation in this Commercial Rental in a History Museums Site Application or deviation from the final permit conditions may result in immediate revocation of the permit, the halting of the event, and possible loss of privilege to host events in the future.

|                   |                           |  |                    |  |
|-------------------|---------------------------|--|--------------------|--|
| OFFICIAL USE ONLY | Date Application Received |  | Payment Received   |  |
|                   | Date Insurance Received   |  | Business License # |  |
|                   | Date Site Plan Received   |  | APPROVED/DENIED    |  |

### Applicant & Organization Information

The following information pertains to the person applying for the permit ("Applicant")

Business Name:

Business Owner :

## Applicant & Organization Information

The following information pertains to the person applying for the permit ("Applicant")

Person Submitting Application:

Relationship to Business Owner:

Does person submitting the application have the legal authority to bind the organization or group wishing to obtain the permit?  yes  no

*The applicant must present evidence of such legal authority. The Reservationist shall make a photocopy and attach it to the application. The City reserves the right to verify the information presented, and if the information is incorrect, the City reserves the right to deny or revoke the permit. Any corporate entity must be registered with the Virginia State Corporation Commission to transact business in the Commonwealth of Virginia.*

Business Address:

City:

State:

Zip:

Work Phone:

Home Phone:

Cell Phone:

Fax:

Web Site Address:

E-mail:

Va. Beach Business License, EIN, or Social Security #:

**All programs and services must be conducted within posted History Museums hours. The permittee, its employees and participants must adhere to all museum policies and must abide by stated participation maximums as listed on this application.**

### Fees:

#### CLASSES

**Non – Refundable Application Fee (applies only to 3 month permit requests):** \$50 (Will be applied to Rental Fee upon Approval)

**3 Month Commercial Rental Permit (2 days per week, Sunday-Saturday)\***  
(Up to 2hours per day,) up to 25 participants \$250

#### Extra Fees

2 hours per day, Saturday or Sunday (peak time) fee Additional \$50 per day to 3 month use

26 -50 Participants Additional \$50 to 3 month use fee  
51+ Participants Additional \$100 to 3 month use fee  
1 Day Classes (2 hours or less) \$25  
1 Day Class (3-8 hours) \$50

\*All dates used for classes including the 3 Month Commercial Rental Permit must be approved by the Program and Events Associate, 30 days in advance of History Museums Site usage.

#### COMMERCIAL PHOTOGRAPHY PERMIT:

Required for all and not limited to engagement, wedding/bridal, business, graduation, prom, family portraits, holiday photos, catalog, fashion, advertisement, and promotional photography in which fees are collected and/or props are used by the photographer:

\$100 per any session per day  
\$50 per additional session past the one-day fee

\$500- Annual Photography Pass\*

\*All dates used for photography including the annual photography pass must be approved by the Program and Events Associate, 30 days in advance of History Museums Site usage.

| CHECK BOX                | History Museums Site  | ADDRESS                       | DATES | 1 Day Only               | 2 Days Mon-Fri           | 3-5 Days Mon-Fri         | Sat                      | Sun                      |
|--------------------------|---|-------------------------------|-------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Lynnhaven House   | 4409 Wishart Road             |       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Thoroughgood House  | 1636 Parish Road              |       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Francis Land House  | 3131 Virginia Beach Boulevard |       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Princess Anne County Training School/Union Kempsville HS Museum | 5100 Cleveland Street         |       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Activity Description

Class Title:

Onsite Instructor Name :

Cell Phone:

E-mail:

Class Start Date:

Class End Date:

Class Days of Week:

# of Participants per Class: Minimum #

Maximum #

**Please describe the activity in detail. A site map of the area is required.**

**EQUIPMENT / PROPS LIST**

| Type of Equipment | General Description/Use | Approved                 | Denied                   |
|-------------------|-------------------------|--------------------------|--------------------------|
| Example: Dumbbell | Strength training       | <input type="checkbox"/> | <input type="checkbox"/> |
| Example: Kayaks   | Eco Tour                | <input type="checkbox"/> | <input type="checkbox"/> |
| Example: Tripod   | Photography             | <input type="checkbox"/> | <input type="checkbox"/> |
|                   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
|                   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
|                   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
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|                   |                         | <input type="checkbox"/> | <input type="checkbox"/> |
|                   |                         | <input type="checkbox"/> | <input type="checkbox"/> |

## Permit Conditions

*The Applicant whose signature appears below agrees to abide by permit conditions resulting from the approval of this application. The Applicant whose signature appears below agrees to abide by permit conditions resulting from the approval of this application.*

### Hold Harmless Clause

Permittee (Applicant/Organization) shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind of nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the permittee's operation. Permittee hereby expressly agree to defend and save the City, its officials, agents, employees, and representative harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in conjunction with the permitted activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, or employees.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Rules and Regulations

*As used in this document, the "Permittee" is the individual or organization that will be utilizing a historic site for private business purposes should this application be granted. **This document must be signed by an individual who has the legal authority to bind the Permittee.** The Director of the Office of the Virginia Beach History Museums, or his/her designee, shall determine whether to grant the permit. Submitting this application does not guarantee that a permit will be issued.*

*Permittee signature below verifies that the information provided in this application is accurate and complete and that signor, on behalf of the Permittee, understands and agrees that the Permittee will be bound to and will comply with the rules, conditions and limitations contained in this permit application. For additional information, please reference the **CODE OF ORDINANCES City of VIRGINIA BEACH, VIRGINIA, Section 24-6.***

1. No permit will be issued until a complete application, including site plan, general liability insurance, and a valid business license, are received.
2. The permit entitles the Permittee to the non-exclusive use of the assigned area only. History Museums are reserved as is. Electricity, additional water, and additional restroom facilities are not provided.
3. The Permittee is responsible for all clean up, including removal of all trash, equipment, and other items brought onto the History Museums sites. The Permittee is also responsible for restoring the site to the property's condition immediately prior to the event or the event set up. Should damage to the lawn, plants, walls, historic house, pavement or other infrastructure of a site occur as a result of, or arise from the event, including the actions of any of the Permittee's patrons, the Permittee shall be responsible for reimbursing the City for the cost of repairing the damage, or replacing the damaged item(s).
4. The Permittee is responsible for notifying the Virginia Beach History Museums (757-385-5100) immediately of any changes to the information provided in the application. Permittee shall respond promptly to any requests for additional information.
5. It is the responsibility of the person bringing a pet onto the History Museums grounds to clean up after the pet.
6. No pets are allowed in City buildings or historic houses at any time.
7. Absolutely no items may be hung, attached, painted, or destructive in any way to or on the historic houses.
8. No people or animals may climb or hinder the historic house structure in any way.
9. No selling of food or other items is allowed without a permit and no alcoholic beverages are allowed.

10. No stake, post, pole or any other device may be driven into the ground and no hole may be dug at any time.
11. No tents or canopies are allowed without the reserving party obtaining prior written permission from the Virginia Beach History Museums.
12. Absolutely no illegal substances are allowed on City property.
13. A commercial permit for History Museums usage may be revoked or terminated if:
  - a. The applicant provides false information to the City.
  - b. By reason of disaster, public calamity, riot or other emergency, the City determines that the safety of the public or property requires revocation.
  - c. The Permittee or Permittee's patron violates a policy, rule or regulation as set forth in the permitting process.
  - d. The Permittee transfers or attempts to transfer the privileges contained in the permit to another party.
14. Permittee (Applicant/Organization) shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind of nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of the Permittee's operation. Permittee hereby expressly agrees to defend and save the City, its officials, agents, employees, and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in conjunction with the permitted activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of Permittee or its officers, agents, and employees.

By signing below, I am attesting that: (a) I have read and understand all of the provisions and rules set forth in this application; (b) I, on behalf of the Permittee, agree that the Permittee will abide by all of the provisions and rules set forth in this application; and (c) I am legally authorized to bind the Permittee.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Permitting Office Use Only

On-site required

Date:

Time:

Commissioner of Revenue Approval

Program and Events Associate Approval

Risk Management Approval

City Attorney Approval

History Museums Approval

Permit approved from \_\_\_\_\_ to \_\_\_\_\_