



Office of Special Events, 105 North Union Street Alexandria, VA 22314
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GENERAL INFORMATION: Torpedo Factory Art Center (revised 1.2009)

RENTAL PERIOD, EVENT HOURS, & LOGISTICAL ACCOMMODATIONS

5 PM to 1 AM

The building is available for an eight-hour rental period. Most caterers require a minimum of two hours for set up and one and one half-hours for cleanup. *Tables and chairs are not included in the rental.* The information counter is cleared prior to every event, but cannot be used for a bar or buffet. The Torpedo Factory Art Center (TFAC) staff will move the contents in the two areas that have the pamphlets, etc.

SECURITY DEPOSIT

A \$1500 *refundable deposit* is required to reserve a date in addition to the rental fees. If there is no infraction of the contract, the security deposit will be returned within 60 days after the event or when all accounts are settled. A cancellation will result in the forfeiture of the security deposit, unless the date is rebooked, at which time the security deposit will be returned less a \$100 booking fee.

CAPACITIES

First Floor	Reception/Standing:	770
	Seated Dinner:	220
	Theater Style:	400
Building	Reception/Standing:	1000
	Seated Dinner:	300
Tent on Terrace	Reception/Standing:	300
	Seated Dinner:	150
Art League Gallery	Reception:	100
	Seated Dinner:	50

Reception/Standing capacities in the Torpedo Factory are based on the maximum number of people allowed as designated by the Fire Marshal of the City of Alexandria. Maximum standing capacities will decrease depending on the square footage required for rental equipment, bands, etc. The building is in compliance with barrier free design standards mandated by the ADA.

TERRACE W/ TENT

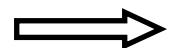
The terrace may be rented in conjunction with the first floor for the purposes of erecting a tent. Construction and fire permits required by the City and an additional security guard are required. Renter handles tent rentals. Without a tent no rental equipment may be placed on the terrace. Alexandria's Open Container Ordinance prohibits any beverages from being taken outside. Guests may have access as long as a drop table is available inside the door provided by the caterer and an additional security guard is present.

INSURANCE

A certificate of insurance for bodily injury and property damage liability protection in a combined single limit amount of no less than \$1,000,000 is required with each rental.

PARKING

Reserved parking may be arranged directly with an individual garage.



CATERER

A caterer seeking approval must provide his or her business license, certificate of insurance, and referrals from two other sites, as well as scheduling a walkthrough with the Special Events Coordinator. A partial kitchen, without stove, is available.

ALCOHOL

Open alcoholic beverages are prohibited outside of the building, unless served under a tent on the terrace. Events in which money is charged for admission or food, when alcohol is available, or liquor, including wine and beer, require an ABC license. Renter is permitted to bring in his or her own alcohol – Host Liquor Liability must then appear on the certificate of insurance.

DANCING & MUSIC

A dance floor is not required. Amplified music will NOT be allowed for events scheduled Monday through Thursday during “class sessions”. At all other times amplified music is allowed. A band typically sets up in front of the spiral staircase. DJ’s have more flexibility as to where to set up. The renter may arrange to have the space behind the spiral staircase enclosed with pipe and drape to accommodate a band’s requirement for a private dressing area.

LIGHTING

The TFAC staff person controls the panel to dim the overhead yellow industrial lights and is available to turn on spotlights in individual studios. A specialty lighting package, which includes up-lighting each column, pin-spotting tables, bars, buffets, dance floor and custom gobos (metal plates with cut out images slid in front of lights) can be arranged. Votive candles are allowed.

CEREMONY & REHEARSAL

A ceremony may be conducted in the space in front of the spiral staircase. To avoid renting two sets of chairs, guest may either proceed to the balcony for cocktails or to a tent placed on the terrace behind the building - clearing the way for the catering staff to move the chairs. A ceremony may also take place under a tent on the terrace. Guests then proceed inside to the first floor and/or balcony. Provided the TFAC is not rented the evening prior to a scheduled wedding ceremony and reception, a rehearsal may take place after 5 pm. Although a security guard is not required, a TFAC staff person must be present. Fee for Rehearsal: \$100 per hour or any fraction of.

DRESSING ROOM

An artist’s studio can be arranged beginning at 5 PM for members of the bridal party.

RESTRICTIONS/RULES

Smoking is NOT permitted in the building or under a tent. *The use of raw rice, confetti, glitter, smoke, and bubble machines is prohibited.* Youth functions are required to have one adult chaperone per 25 children.