

Event Policies at a Glance

The Thomas Jefferson Foundation (TJF) hosts a variety of educational tours and events, including receptions, conferences, and private after-hours tours of Monticello. TJF is pleased to offer organizations and individuals with a demonstrated commitment to our mission of preservation and education the opportunity to conduct special educational tours and lectures with accompanying meetings or social events.

Monticello strives to be as responsive and cooperative as possible to ensure all partners' experience exceeds the expectations of the event. We have found that advance planning and event hosts' compliance with protocols and procedures ensures a successful partnership and positive experience.

- Every event is expected to be consistent with the image and character of events hosted by TJF.
- It is the responsibility of the host to convey rules and standards of conduct to all guests, vendors and their staff.
- Hosting events at Monticello is a privilege of philanthropy available to the most generous supporters of the Thomas Jefferson Foundation, the non-profit organization that owns and operates Monticello. Access to sites at Monticello varies based on donor level. We will work with you to facilitate a qualifying tax-deductible gift to the Foundation. Donors of \$6,500 are recognized as participants in the Monticello Cabinet, our core group of supporters and advisors. For more information contact: Danielle Grieser at 434-984-7595 or dgrieser@monticello.org.
- As a Site of Conscience, we are committed to engaging our guests with a deeper understanding of Monticello's history as a plantation. Out of respect for the enslaved men, women, and children who lived and labored here, we do not allow private, non-educational events on the West Lawn, Mulberry Row, or elsewhere on the mountaintop.
- If your event schedule allows, we strongly recommend that you incorporate tours of Monticello into your event, so your guests can enjoy the complete Monticello experience. TJF allows only its employees to provide tours and interpretation of Monticello on TJF property.
- TJF does not permit the use of its facilities by third parties for press conferences, political, media, or third-party fundraising events. All events are subject to approval by TJF. When your special event is approved, TJF staff will do everything possible to assist you in achieving your goals for the event.
- **Advance arrangements for filming, taping, recording, media coverage or photography associated with your Monticello event are required.** The Foundation requires an official written request describing the proposed publicity or marketing plan prior to granting permission. Such proposals are subject to our related policies and procedures and must be approved in advance by TJF's Marketing & Communications Office. Event hosts or other third parties should not issue press releases or invite members of the media to cover events on our property without advance coordination and with the express permission of the TJF Marketing & Communications office.

Please allow two weeks from receipt of your publicity or marketing proposal for it to be considered. The Foundation must be fully informed of all production requirements in order to make arrangements for filming, taping or photography on our property. Specific rights needed for the proposed footage, audiotape, or photography should also be included in this request. The Foundation reserves the right to reject requests that, in the Foundation's opinion, are not compatible with its mission, would interfere with the visitor's experience, or put undue burden on Foundation property or staff.

- Monticello allows only its employees to provide tours and interpretation of Monticello on Foundation property.
- When TJJ co-hosts a private event on our property, the Foundation must be recognized as such in the invitation or similar materials. If TJJ logos are approved by us for use on the invitation or marketing materials, we will send you a file with the TJJ logo that is the correct size and color for your invitation. The Director of Events and the Marketing & Communications office must approve the final invitation before it is printed, emailed, or otherwise sent to guests. Similarly, menu cards, programs or other marketing and communications materials (e.g., press releases) must be approved before they are printed and/or distributed. All marketing and collateral materials must reflect positively on both parties and be true to the values of Monticello.
- When TJJ co-hosts a private event on property, TJJ's president or designated TJJ leadership team member (s) will be invited to participate in the event or some part thereof. At a minimum, it is customary for TJJ staff to give a formal welcome at the event.
- Use of the Thomas Jefferson Foundation or Monticello name, trademarks and logos cannot be used without the advance permission of the TJJ Marketing & Communications Office. Additionally, all marketing materials related to the event must be reviewed and approved in advance by the TJJ Marketing & Communications Office.
- Social media posts (e.g., text, video and photos) must reflect the values of both partners and are subject to the same scrutiny and approval processes that apply to marketing and collateral materials as described above.
- Aerial photography of Monticello is not permitted because of the risk to the house and grounds and a Federal Aviation Administration no-fly zone over the property extending one mile in all directions. **Unauthorized operation of Unmanned Aerial Vehicles (drones) on Foundation property is strictly prohibited.**
- Some TJJ venues are outdoors and may require a tent. TJJ staff may require use of a tent for events which exceed comfortable indoor capacity. A backup rain plan will be devised for all outdoor locations. Although rare, under severe conditions and for the safety of all guests, the Monticello Safety and Security Director may postpone or cancel the event or if possible, and at the sole discretion of the Foundation, provide an alternative location for the event on Foundation property.
- We recommend using vendors from our Preferred Vendor List. Contact your TJJ liaison for approval if you wish to use an outside vendor.
- The host of an event must retain a professional event planner for weddings and multi-day events.
- All catering, equipment rental, décor, entertainment, and any other service provided by outside vendors will be contracted for and paid for by the host unless otherwise noted by TJJ.
- All events relating to the use of alcohol shall comply with applicable local, state, and/or federal laws.
- A certificate of liability insurance naming TJJ as an additional insured for \$2 million is required.

- To reserve an event, the host must submit 50% of the projected fees as a deposit along with a signed contract and pledge form. The remainder of the fees is due within 30 days of receipt of final invoice.
- Your TJF liaison will explain in detail TJF's shuttle and parking guidelines. TJF requires clients to rent shuttles for events at Montalto when alcohol is being served and the events ends after sunset. TJF owned shuttles may be available to rent, though this is rate and is pending availability. You may consider guest parking at Montalto if your guest count is less than 50 people, your event ends before 6:00 pm, and alcohol will not be served.
 - Transportation companies **MUST** remain on-site for the entirety of the event. Double bookings are not permitted. Shuttles and buses are to be used as shelter in the case of inclement weather.
 - Due to the steep grade and sharp turns of Montalto Loop Road, clients' shuttles must measure forty (40) feet or less in length.
 - Only Transportation companies listed on our Preferred Vendor List will be allowed access to Montalto.
- The safety and security of our guests and staff and the preservation of Monticello is our first priority.
 - All bags, purses, diaper bags, waist packs, etc. will be examined prior to touring Monticello. Bags and containers larger than 11" X 15" X 6" (28 X 38 X 15 CM) are prohibited beyond the Visitor Center and on the mountaintop.
 - All weapons, including firearms, knives or sharp objects are strictly prohibited. A security officer will assist you in securing these items if you are observed with them anywhere on the property.
 - Monticello and all its grounds are a non-smoking facility. This includes electronic smoking products.
 - Guests may not display or carry placards, signs, or banners, including flags on poles that cannot be stowed in a small bag. Clothing that contains offensive or abusive language or symbols is not permitted.
 - Guests may not engage in disorderly conduct or participate in unauthorized assemblies. Solicitation or advertising is not permitted.
 - If the Foundation's inclement weather plan is activated by the Foundation's Safety and Security Director, this plan supersedes any agreements the Host has with contracted vendors.
- It is the responsibility of the Host to obtain all necessary permitting for the event. Albemarle County has strict regulations on tent construction, fire safety, and electrical generation. The necessary permits should be submitted to the Office of Special Events no later than one (1) week prior to the event. The Office of Special Events will arrange the appropriate walk-through with the County officials and facilitate any set-up changes necessary for compliance.
- Venues may be accessed by the host and vendors up to 4 hours prior to the event start time and up to 1 hour after the event end time. Events must end by 11 p.m. All guests and vendors must depart by 12 a.m. Tents may be installed the day before the event date. Set-up or installation prior to this timeline must be approved by the Office of Special Events and may incur an additional site fee.