

# James Monroe HIGHLAND

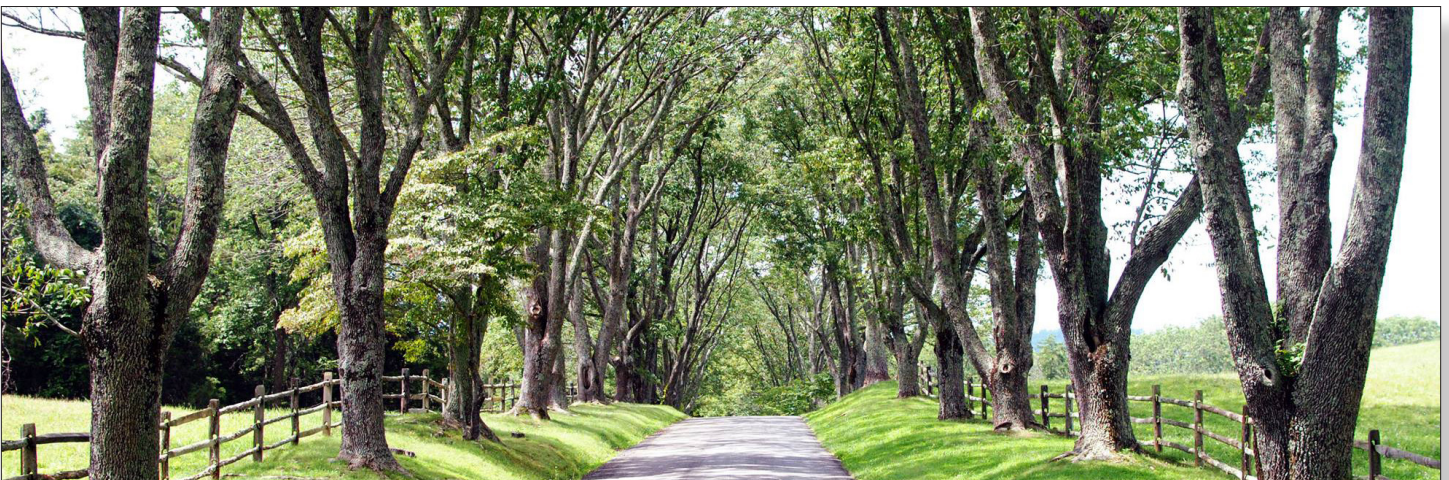
## CONFERENCES AT JAMES MONROE'S HIGHLAND

**James Monroe's Highland** offers indoor and outdoor event spaces for business meetings and conferences. The historic property, home of fifth U.S. President, James Monroe, is located a short distance from downtown Charlottesville.

Owned by William & Mary, Monroe's *alma mater*, James Monroe's Highland has more than 30 years' experience in hosting private events. With multiple venue choices and several programming options, Highland is the ideal place to host your next retreat, conference, training session, or meeting.



Gene Runion Photography



Amanda C. Blake Photography



# EVENT SPACES

## THE EVENT BARN

Built on the foundation of a historic barn, the Event Barn has two floors—a lower level encompassing a historic stone wall and an upper level with a high raftered ceiling. This indoor facility is heated and air conditioned. The event barn seats up to 150 people at tables on the upper level and 100 people at tables on the lower level. Alternatively, each level can seat 200 attendees with lecture-style seating. The lower of the event barn has a built-in audio-visual system available at an additional charge.



## THE HILLTOP PAVILION

A covered, outdoor facility, the Hilltop Pavilion offers a panoramic view of the surrounding mountain landscape. This structure offers eight lighted ceiling fans, ample electrical supply, two storage rooms, and a catering preparation space. Seats as many as 200 people at tables.



Bethany Snyder Photography



Larry Bouterie Photography

# HIGHLAND PROGRAMMING

The History of Highland includes James Monroe and his family, and the many enslaved families who lived here for decades. Between the untold stories of enslaved people, a fire that destroyed the main residence, and property changes by later owners, misunderstanding surrounded the site for years. Only now are historians and archaeologists peeling back the layers of history to uncover Highland's complete past.

Content developed at Highland can enrich your corporate event. Delivered by expert members of the Highland team, each program is approximately one hour, with 45 minutes of presentation and 15 minutes of question and answer.

## FOUNDING LEADERSHIP

The "Era of Good Feeling" during James Monroe's presidency was achieved through decades of lessons learned in the fray of party politics. Learn key insights gained during Monroe's career that shaped him as a bipartisan leader.

## LEGACIES OF SLAVERY

Individuals enslaved at Highland lived here during a period when grain was decreasing in profitability, resulting in millions of people sold to the Deep South in the flourishing cotton industry. Learn what happened to enslaved families after the 1826 sale of Highland and how descendants of the enslaved are sharing authority in shaping Highland's narratives today.

## TRANSFORMING HIGHLAND

From the archaeological discovery of the main house at Highland in 2016 to connecting with the descendants of Highland's enslaved families, learn how the on-site narrative is changing and expanding.

# ADDITIONAL PROGRAMMING OPTIONS

## GUIDED HISTORY WALK

Highland was home to the Monroe family and dozens of enslaved men, women, and children for over twenty-five years. On this 30-minute outdoor guided walk, gain an overview of Highland's significance during America's founding, and how continued research is shaping site interpretation. Includes time for questions and discussion.

## GUIDED RUSTIC TRAILS WALK

Enjoy a scenic hike accompanied by a Highland staff member. Learn about historic land use and current conservation efforts. Join the conversation about Highland's past and future.

## MONROE RE-ENACTOR

For a truly unique experience, consider having James Monroe re-enactor Beau Robbins at your event. President Monroe will mingle with your guests and add a historic touch to your event.\*

\*Subject to availability. Must be booked one month in advance of the event date.

# RATES & INFORMATION

## RENTAL RATES

Revenue generated from the use of Highland's spaces supports public programming and the preservation of the historic property. Events at Highland may begin as early as 8am and end as late as 5pm.\* A deposit of \$200 for half day events and \$500 for full day events is required to reserve venue space. The deposit will be applied to the final invoice amount.

Half Day Event (four hours)

*Monday-Friday:* \$750

*Saturday or Sunday:* \$1,000

Full Day Event (nine hours)\*\*

*Monday-Friday:* \$1,000

*Saturday or Sunday:* \$1,500

\*Events that begin before 8am or end later than 5pm will incur an additional charge of \$100 per hour.

\*\*Highland can accommodate multi-day events. For events lasting longer than one day, each additional day will be discounted to \$750. This discounted price only applies to weekday events.

## WHAT IS INCLUDED?

- Meeting space in either the Hilltop Pavilion or Event Barn
- Use of Pavilion Yard, Blue Ridge Yard, or Peacock Yard for picnic or outdoor meeting space (weather dependent)
- Chairs for up to 200 attendees (additional chairs available at \$4.25 per chair)
- Use of Highland tables, including twenty 8' banquet tables, four 6' banquet tables, thirty 5' round tables, and six cocktail tables
- Linens for up to twenty-five round tables and six 8' banquet tables
- Lectern
- Flip chart stand (minus paper and markers)
- Ample parking for guests and transportation services

## PROGRAM COSTS

Highland educational programming is a great addition to any event. to make your event truly unforgettable.

- Founding Leadership \$200
- Legacies of Slavery \$200
- Transforming Highland \$200
- Guided History Walk \$10 *per participant*
- Guided Rustic Trails Walk \$10 *per participant*
- Monroe Re-enactor \$250

## AUDIO VISUAL SERVICE

The first floor of the Event Barn has a built-in AV system with twelve speakers, two microphones, ceiling mounted projector, and pull down screen. The AV Fee includes use of the system and technical support of Highland AV equipment.

Audio Visual Fee (first floor, Event Barn) \$100 *per day*

## WIRELESS NETWORK

The Hilltop Pavilion and Event Barn both have password protected WiFi hotspots that are free to access.

## WATER SERVICE

A water dispenser and cups are available at no additional charge.

## TEA AND COFFEE SERVICE

Tea and coffee service is available and includes coffee, cups, sweetener, half and half, milk, and stirrers. \$95 *per occurrence*



# FREQUENTLY ASKED QUESTIONS

**1. Is catering done on premise or can we hire our own caterer?**

Highland does not offer in-house catering. It is strongly suggested that the Lessee choose a caterer from our approved vendors list. These caterers are licensed, inspected by the Health Department, and carry an ABC banquet license.

**2. Are we responsible for set-up and clean-up?**

Highland events staff will set up Highland owned tables, chairs, and linens. Rentals must be set up by the client. Set-up and clean-up times must be coordinated with Highland events staff.

**3. Are you covered by insurance in case of an accident?**

Insurance for the event is required to be carried by the Lessee. When calling your agent, say "I need a certificate of liability naming the Commonwealth of Virginia/William & Mary/James Monroe's Highland as the additionally insured for \$1M." The term of coverage must include the date(s) of the event.

**4. What is the payment schedule?**

The venue deposit and signed contract are due at the time of reservation. The balance will be invoiced at the conclusion of the event.

**5. What is the cancellation & reschedule policy?**

Event cancellation will result in the loss of the venue deposit. Events may be rescheduled to another available date at an additional cost of \$100.

**6. Do we need to rent additional restrooms?**

Our public restrooms are located outside the museum shop and near the event barn. Portable toilets must be rented for any event with 250 or more participants. Delivery and pick up of the toilets must be arranged in advance with the date and time of delivery and pick-up approved by Highland.

**7. What is the typical timing of an event?**

Your event may begin as early as 8:00 a.m. and end as late as 5:00 p.m. Additional hourly charges will apply if an earlier start or later finish is required.

**8. When do I need to give a final headcount?**

One week prior to the event date.

**9. Do you provide any linens or tableware?**

Highland will provide navy blue linens for up to twenty-five 5' round tables and six 8' banquet tables. Additional linens can be secured through your caterer or through an outside vendor. Flatware, glassware, etc. is not included in the rental. These items are typically sourced through an event rentals company or caterer.

**10. Are there any alcohol restrictions?**

No one under the age of 21 may be served any alcoholic beverage. The Lessee or Lessee's caterer will be required to display a valid ABC license if alcohol is served at the event.