

VIRGINIA SESQUICENTENNIAL OF THE AMERICAN CIVIL WAR COMMISSION

Speaker William J. Howell, *Chair*
Senator Charles J. Colgan, Sr., *Vice-Chair*



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June 2, 2011

Mr. Walter D. Brown III
Southampton County Supervisor
33334 Sandy Ridge Road
Franklin, VA 23851

Dear Mr. Brown,

Thank you for your 2011 application to host the Civil War 150 HistoryMobile in Southampton County. Through this letter, the Virginia Sesquicentennial of the American Civil War Commission offers tentative confirmation that the HistoryMobile will visit Southampton County on the dates of November 14-16, 2011. Now that the Southampton 150th Civil War HistoryMobile Exhibition has been added to the tour schedule, one of our Tour Managers will be in contact with you to work out the details of the visit and answer any questions.

Final confirmation of the visit will be made after a site inspection and interview and the completion of necessary paperwork. You will find enclosed an official Host Services Agreement. Please have the agreement signed by the proper official and promptly return a signed copy. Again, thank you for your interest in the HistoryMobile program. We look forward to bringing the exhibit to Southampton County.

Best regards,

Cheryl Jackson
Executive Director

Enclosure

VIRGINIA SESQUICENTENNIAL OF THE AMERICAN CIVIL WAR COMMISSION

Civil War 150 HistoryMobile **HOST SERVICES AGREEMENT**

This agreement, entered into by County of Southampton and the Virginia Sesquicentennial of the American Civil War Commission (Commission) on this 1st day of June, 2011, is part of the approved Scheduling Request Application, which is herein incorporated and made part of this agreement. For purposes of this agreement, "hosting organization" means a museum, school or university, state or federal park, organizer of a fair or festival, or state or local government organization. Information provided in the Scheduling Request Application and supporting documentation are specifically relied upon by the Commission as the basis for this agreement and any error, omission, or misstatement contained therein shall be grounds for voiding it.

The *HistoryMobile* is a 53' single-expandable tractor trailer that houses a complete museum-quality exhibition and is available to sites within Virginia at no charge. However, the hosting organization, which may work in collaboration with the local sesquicentennial committee, agrees to provide the following services at no charge to the Virginia Sesquicentennial of the American Civil War Commission, the Virginia Tourism Corporation, or the Department of Motor Vehicles:

Section I. Fees

1. The hosting organization agrees to waive or absorb the cost of all site permits, event fees, admission taxes, or otherwise hold the Commission harmless for any levy that may be assessed by the locality or other lawful entity at the site of the venue.
2. The hosting organization shall not charge an admission fee to the public for visiting the *HistoryMobile*. If the *HistoryMobile* is part of a larger event at which an admission fee is charged, such admission fee must be clearly stated and delineated in the Scheduling Request Application and supporting documentation and any such request shall be reviewed for acceptance by the Commission on a case by case basis.

Section II. Site Requirements

Any event site requested in the Scheduling Request Application is subject to pre-event site visit by the Commission's appointed designee

1. The *HistoryMobile* requires a minimum deployment site area of 150 feet in length, up to 100 feet in width (when ancillary tent exhibits are deployed), with height clearing of 14 feet.
2. The deployment site shall be:
 - a. Suitable for the parking of a tractor-trailer and establishment of a display area
 - b. Composed of leveled asphalt, concrete, compressed gravel, or compacted soil with grass
 - c. Easily accessible for driving and parking 53' tractor trailer and support vehicle
3. It is required that the deployment site have:
 - a. Clean drinking water supply on site that is readily available to visitors and staff
 - b. Adequate visitor parking area within close proximity, including handicapped-accessible spaces
 - c. Trash receptacles on site that are maintained throughout the day

- d. Security during non-operational hours and location within a well-lit area (see Section V (3) for additional security requirements)
4. It is preferred that deployment site have:
 - a. Indoor restroom facilities that are located within close walking distance of the *HistoryMobile*. If indoor facilities are not available, the hosting organization shall provide outdoor portable facilities in sufficient number. Any such request shall be reviewed by the Commission on a case by case basis.
 - b. Nearby access to electrical sources (describe)
 - c. Access to 55-gallon drum water barrels for securing outdoor display tents, if needed ^{17.}

Section III. Tour Staff and Volunteer Requirements

1. Hosting organization shall provide a designated contact who shall be available by phone at all times during a scheduled visit of the *HistoryMobile* and who shall be on site through the duration of the day's event, beginning 30 minutes prior to the scheduled opening time and remaining 30 minutes after the scheduled closing time.
2. In addition to the designated contact, the hosting organization or local sesquicentennial committee shall provide at least three volunteers who shall be available on site throughout the duration of each day's event.
3. The designated contact and volunteers shall report 30 minutes prior to opening time.
4. Volunteers shall either stay through the end of the event or be scheduled in shifts that cover the duration of the event. Volunteers shall assist tour staff by greeting and directing visitors, staffing exhibit tents, providing local information, breaking down exhibits at the completion of the event, and other duties as may be requested.
5. The hosting organization shall provide bottled water or clean drinking water for tour staff and volunteers for the duration of the event.
6. The hosting organization shall provide four portable or fold-up chairs for tour staff and volunteers.
7. The hosting organization, local tourism bureau, or local sesquicentennial committee shall provide complimentary hotel/motel lodging for tour staff (up to three rooms for the number of days agreed upon in this agreement). If complimentary hotel/motel lodging is not available, such shall be stated clearly and will be reviewed by the Commission on a case-by-case basis.

Section IV. Promotion and Public Relations Requirements

1. The hosting organization is responsible for dissemination of advance press releases, media coordination, and the promotion of the *HistoryMobile* visit, including pre-event media walk-through. All such press releases shall be submitted to the Commission for approval prior to dissemination.
2. The hosting organization is responsible for notifying elected officials and dignitaries of the *HistoryMobile* and coordinating their participation (subject to the approval of Commission and coordination with tour staff).

Section V. Day(s) of the Event Requirements

1. The hosting organization shall coordinate security, fire, and emergency medical services during operational hours, including a pre-event walk-through and safety review, with local emergency officials.
2. The hosting organization shall provide all necessary traffic control, parking assistance, and parking signage for the duration of the event.
3. A stationed officer or guard shall be located on site during non-operational hours of the *HistoryMobile*. Such security shall be provided through the use of sworn personnel of the state police, local police, or sheriff's department, or the hosting organization may elect to hire a private security firm at its expense. The hosting organization assumes liability for any damage to the *HistoryMobile* as a result of vandalism or criminal act during non-operational hours.

Section VI. (Option 1) Waiver and Release of Liability Requirement (Not applicable for a Local Government or instrumentality thereof)

1. The hosting organization agrees to the following liability release:
2. _____ (Hosting organization) hereby waives and releases, indemnifies, holds harmless, and forever discharges (the provisions of the Virginia Tort Claims Act, §§8.01-195.1 notwithstanding) the Virginia Sesquicentennial of the American Civil War Commission, Virginia Sesquicentennial of the American Civil War Foundation, the Virginia Tourism Corporation, the Virginia Department of Motor Vehicles, and the Commonwealth of Virginia, including its agents, employees, affiliates, successors and assigns, from any and all claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, , that _____ (Hosting organization) may have arising from or in any way relating to its serving as a host site for the *Civil War 150 HistoryMobile*.

Section VI. (Option 2) Insurance for Protection of Commission and other State entities (Applicable to a Local Government or instrumentality thereof)

1. The hosting organization, when a local government or instrumentality thereof, shall provide liability insurance coverage issued by a company licensed by the State Corporation Commission pursuant to Title 38.2 of the Code of Virginia for the protection of the Virginia Sesquicentennial of the American Civil War Commission, Virginia Sesquicentennial of the American Civil War Foundation, the Virginia Tourism Corporation, the Virginia Department of Motor Vehicles, and the Commonwealth of Virginia, including it agents, employees, affiliates, successors and assigns, from any and all claims, demands, causes of action, lawsuits, damages and liabilities, of every kind and nature, whether known or unknown, that may occur as a result of Civil War 150 HistoryMobile's locating on the host site. The amount of said insurance coverage shall be in an amount to be determined by the Commission (currently estimated coverage is \$2 million).

Section VII. Confirmed Event Information (TO BE COMPLETED BY DMV/VTC)

Event location: Southampton County Fairgrounds

Address: 25548 New Market Road, Courtland, VA 23837

Start date/day of week: November 14, 2011, Monday

End date/day of week: November 16, 2011, Wednesday

Hours of operation: 9am-5pm

Designated Contact: Walter D. Brown, III

Phone: (757)562-7760 office (757)334-5510 cell

Certification of Authorization

I understand and agree to the requirements of this agreement and I am authorized by the hosting organization or local government, as the case may be, to enter into this agreement and provide the services listed herein. I further understand and agree that the Commission reserves the right to cancel the event, or any portion of the event, at any time if the provisions of this agreement are violated, and that in such event, the hosting organization agrees to reimburse all direct costs that may have been incurred by the Commission in regard to the event.

On behalf of the Hosting Organization:

Name (Print): Walter D. Brown, III

Title: Superintendent Board of Supervisors / Committee Chair

Hosting organization or local government: Southampton County

Signature of Authorized Official Date

On behalf of the Virginia Sesquicentennial of the American Civil War Commission:

Cheryl Jackson, Executive Director Date
Virginia Sesquicentennial of the American Civil War Commission

Virginia Sesquicentennial Of The American Civil War Commission
Civil War 150 History Mobile

June 15, 2011

Subject: Southampton County Sesquicentennial Civil War Committee Meeting

AGENDA

1. Committee Member Introduction
2. Overview of the VA Civil War Sesquicentennial – 2011-2015 (Inclusiveness)
3. Civil War 150 History Mobile Visit
 - a. Date of Visit: November 14, 15 & 16, 2011
 - Volunteers / Sign-up
 - b. Place: Southampton County Fair Grounds
 - c. Host Services Checklist
 - d. Host Service Agreement
4. Grants / Marketing /Tourism
 - a. Marker(s)
 - b. Trails
5. Civil War Units / Union, Confederate and USCT / USCC/Native American
 - a. Source: Old Southampton Politics & Society in a VA County – 1834-1869 by Daniel W. Crofts
 - b. Name of Units
 - c. Name(s) of Southampton County Army Soldiers and Sailors both Union, Confederate, USCT / USCC and Native Americans (Research)
6. Brain Storm Opening Day Ceremonies For 150th History Mobile Visit
 - a. Reenactments / Camp Set-Up
 - Blue and Gray (Union & Confederate)
 - United States Colored Troops / Calvary (USCT / USCC) / Buffalo Soldiers
 - b. Media / Press Releases / Face Book / Twitter
 - c. Political / VIP / School Invitations
7. Comments / Recommendations.....

Walt Brown, Chairman

Southampton County Sesquicentennial 150th Civil War Committee

Email: wdbrowniii@aol.com

757-334-5510 C

757-562-7760 H

Sesquicentennial Current Committee Members:

Walt Brown	Newsoms	wdbrowniii@aol.com	757-334-5510
Rick Francis	Boykins/Branchville		757-653-2200
Gerry Green	Capron	colonel06@gmail.com	757-620-0025
Teresa Preston	Berlin/Ivor	tgbpreston@aol.com	757-375-5956
Jay Felts	Jerusalem		757-5690273
Rod Phelps	Franklin		757-562-7078