



JAMES A. BUZZARD RIVER EDUCATION CENTER RENTAL FAQ

Can I tour the Jim Buzzard Center? Yes! This is the best way to understand how your next event can connect to the James River, and your guests can enjoy this innovative and beautiful venue. Please contact our events coordinator at events@thejamesriver.org to arrange a tour; tours must be scheduled at least 48 hours in advance and accommodate ongoing educational programming at the venue.

Why is the Jim Buzzard Center elevated? The James A. Buzzard River Education Center was designed with a strong emphasis on sustainability and flood resiliency, given its proximity to the James River. The building is organized into three elevation-based zones, each with material and design strategies tailored to mitigate flood risk. The view from up there is pretty nice too!

Where can I park? On-site parking includes three spaces for personal vehicles and space for up to two commercial buses. Additional street parking and public parking can be found within walking distance of the center. For larger events, parking shuttles and nearby satellite lots are available for an additional cost. JRA encourages walking, biking (the center is along the Virginia Capital Trail!), public transit (free GRTC Pulse bus stops are within walking distance), and rideshare.

Is there an elevator? No. To ensure the building was resilient to flooding, an ADA-compliant ramp replaced the need for an elevator and flooding-susceptible mechanical elements on the ground level.

How many people can the Jim Buzzard Center accommodate? This depends on the layout of your event. 80 people seated at rounds is comfortable in the space. A standing cocktail event can host 90 attendees. Layout diagrams and photos can be provided to help you visualize how the space will look.

How do I reserve the date for my event? A deposit of 50% of the rental fee is required, along with a signed contract, to secure the date. Final payment due 30 days prior to the event.

Can I have alcohol at my event?

Yes. Alcohol may be served at the Jim Buzzard Center in compliance with the ABC laws of the Commonwealth of Virginia. This can be accomplished in one of two ways:

- Renters may have alcohol provided by one of the caterers on the approved caterer list that holds an off-site ABC license. In this case all arrangements and payments will be between the renter and the caterer. The caterer's insurance will cover the alcohol at the event.
- Renters may also acquire an ABC banquet license through the state website. In that case the renter assumes responsibility for the purchase and transport, and all else having to do with the alcohol.

Can I bring in my own food? We are glad to provide a list of preferred caterers whom we know their quality and are familiar with the building and its regulations. Our preferred caterers' capabilities range from boxed lunches to formal sit-down dinners and include varying price points. If you choose to use a caterer outside of our preferred list, they must provide a VA Health Department License and an ABC License, if they are providing any alcohol, and be approved by the venue in advance.

Is there a kitchen available? No, there is no commercial kitchen at the Jim Buzzard Center. We do have an on-site freezer and refrigerator for your use.

Do I need insurance for my event? Yes, special event insurance with specific coverage limits, listing the James River Association as additionally insured, must be provided to the venue.

What is included in the rental fee? Tables, chairs, lab tables and stools listed as available amenities are included for your use at no additional charge. A basic sound system of bluetooth speakers and microphones is included. Additional equipment (i.e stages, podiums, cocktail tables, screens, projectors) may be rented through your caterer or one of our preferred vendors.

Who handles the set-up and break-down of my event? We handle basic set-up for meetings of tables and chairs with a prior agreed upon layout. Beyond meetings, your hired vendors/caterers are required to set up and clean up your event. There will be a walk-through before your event with your vendors and our events coordinator to confirm your floor plan and load in and load out logistics.

What kind of decorations can I have? Event decor should be freestanding; hanging, taping or nailing to walls and ceilings is not allowed. Glitter, confetti and helium balloons are not permitted.

Will there be a venue representative/James River Association staff member on-site during my event? Yes, the events coordinator or other James River Association staff member will be present for your event.

Is smoking or vaping allowed? No, the Center is a smoke-free facility.

Can we have music? Yes! Richmond City noise ordinances must be followed. Music and events should conclude by 10pm.

Can I have my wedding at the Jim Buzzard Center? Yes, please inquire with our events coordinator for wedding pricing. The Jim Buzzard Center is best suited for welcome and rehearsal dinners or small weddings depending on what you envision for your celebration.

What are we required to do at the conclusion of our event? All trash and recycling should be bagged and placed in the provided dumpsters on the ground level of the venue. Anything else which was brought into the facility must be removed. Pick-up of rental equipment outside of event hours must be arranged in advance.

What is there to do nearby? What is around the Jim Buzzard Center? Check out the Richmond Region Tourism website (www.visitrichmondva.com) for a wealth of ideas! Located between Great Shiplock Park and Dock Street Park, the Jim Buzzard Center features elevated views of the James River in a history-rich location within walking distance of Downtown Richmond, the Low Line and the Virginia Capital Trail.

Are there options for lodging nearby? A number of high quality hotels are within a short ride. Visit this page on Richmond Region Tourism's website for downtown lodging suggestions: www.visitrichmondva.com/groups/hotels

How can my guests learn more about the James River Association's work? Ask us! We are thrilled to share more about the educational, environmental and advocacy work of JRA. There are opportunities for a brief JRA staff presentation to be included in your event schedule.