

WEDDING / EVENT CONTRACT

Day/Date of Event: _____ Time (including setup) From: _____ To: _____

Type of Event: Wedding/Reception ____ Corporate Event ____ Private Event ____ Number of Guests _____

Client Information: (If Wedding or Wedding Reception, please provide information for the Couple to be Married)

Name: _____ Name: _____

Address: _____

Phone Day: _____ Evening: _____ Email: _____

Event Day-of Contact Person Name/Relationship: _____

Phone Day: _____ Evening: _____ Email: _____

Rehearsal Date/Time: _____ - _____ Photography Session Date/Time: _____ - _____

The Manor	\$2000	\$ _____
The Manor Small Event	\$1000	\$ _____
Stationary Tent Sides	\$200	\$ _____
The Appomattox	\$1500	\$ _____
The Appomattox Small Event	\$750	\$ _____
The Weston	\$1200	\$ _____
The Weston Small Event	\$675	\$ _____
Stationary Tent Sides	\$200	\$ _____
The River	\$700	\$ _____
The River Small Event	\$375	\$ _____
The Colonial	\$800	\$ _____
The Colonial Small Event	\$400	\$ _____
Stationary Tent Sides	\$200	\$ _____
The James	\$400	\$ _____
The James Small Event	\$200	\$ _____

Winter Cellar I Package	
Minimum \$150	\$ _____
Winter Cellar II Package with Grounds	
Minimum \$350	\$ _____
Other----Event with Business Membership	\$ _____
ADD-ON fee for Tables & Chairs Used Outside (at Weston Manor) \$150	\$ <u>150</u>
CUSTOM PACKAGE DESIGNED by DK:	

TOTAL EVENT CONTRACT PRICE	\$ _____
NON-REFUNDABLE DEPOSIT-1/2 of package price due with Contract to reserve date of Event	_____
CLEANING/DAMAGE DEPOSIT-Separate Check-held and returned if property clean & undamaged	200.00
BALANCE DUE - Two weeks prior to the Event	_____
BALANCE DUE ON:	\$ _____

I have read, understand and agree to abide by all terms and conditions as stated in the complete packet of rental information for Weston Manor, from the Historic Hopewell Foundation, Inc.:

Client Signature: _____ **Date:** _____

Contract Submitted by: *Daniella Kyriakides, Director of Weddings & Events for Weston Manor, Historic Hopewell Foundation*
DK 2/23