

WESTON MANOR HISTORIC HOPEWELL FOUNDATION, INC.

TERMS AND CONDITIONS

Weston Manor is a 227 year-old Virginia plantation owned by the nonprofit Historic Hopewell Foundation, Inc (HHF). Our staff and volunteers work hard to maintain the beauty and historical value of the property. We ask that you, the client, help us to preserve our past and protect our future by respecting all rented areas, both indoors and out. The following guidelines are designed to keep Weston clean, beautiful and safe for visitors and clients on your special day and for years to come. **It is the client's responsibility to thoroughly read these terms and conditions as well as all other information in the packet.**

FEES & DEPOSITS

Reservation Deposit: One-half of each package amount is due when event is scheduled.

- Due with signed contract to finalize reservation and is applied to the total rental fee.
- Deposit is non-refundable/non-transferable.
- Notice must be given in writing (48 hour notice) for the cancellation of an event.

Cleaning/Damage Deposit: \$200

- Due 30 days before the event.
- Deposit will be returned 7 working days after event if not required.

Rental Fee

- Balance due 30 days before the event.
- Total rental fee less the deposit may be refunded due to cancellation of event.

Tent Rental

- Add \$500 to each package for rental of Historic Hopewell Foundation's tent. An additional fee will apply if tent sides are needed. .

****Please be aware that if new prices/fees are implemented, we cannot guarantee current listed prices/fees unless the wedding deposit has been paid.**

INCLEMENT WEATHER

- Contracts may not be changed the day of the event due to inclement weather.
- It is suggested that a weatherproof tent be rented to protect guests.

SPACE CAPACITY

- Cellar capacity: 45
- For any events using the grounds and having more than 50 participants it is required that portable restroom facilities be rented and placed in the designated areas.
- If portable restrooms are on the property a \$50 rental fee will be charged. **If you want to have a company place a larger portable restroom, please be advised that an additional fee may apply.**

FURNITURE & EQUIPMENT

- Tables and chairs belonging to HHF may be used only in the cellar.
- Clients are responsible for renting tents, tables, chairs and any other outdoor furniture. Vendors may be asked to provide HHF with the proper certificates of insurance. Size of the tent(s) must be approved by HHF.
- All rental furniture may be dropped off no earlier than 24 hours before the event and must be picked up by 10 AM the following day Monday-Saturday and 1 PM on Sunday.
- Any rental items that are left overnight are the responsibility of the client.
- _____ Initials

DECORATION & CLEAN-UP

- Nothing may be attached to walls or ceilings in any rented area, and nothing may be attached to trees or plants on the property.
- No lighting is to be added or changed. If a change of lighting is approved by the wedding committee, HHF's maintenance crew will make the changes at a rate of \$15 an hour with a four hour minimum.
- At no time is the person/group renting the facility to use ladders to hang/take down decorations. If ladders are needed HHF's maintenance crew will hang/take down the decorations at a rate of \$15 an hour with a four hour minimum.
- **No smoking is allowed on the grounds except in designated areas.**
- No candles are allowed in the cellar or on steps or porches of the house and dependencies.
- No sparklers are allowed on the grounds.
- No Chinese lanterns are allowed on the grounds.
- Immediately following the event, decorations must be removed and litter, including disposable decorations, food, utensils, etc. must be thrown away. If decorations were hung by HHF maintenance, then pick up will need to be scheduled once the items are removed. **Clients are responsible for cleaning of the kitchens to include wiping surfaces, cleaning of floors as necessary, and placing all trash in the receptacles provided.**
- Areas left unclean or any damage to the property may result in forfeiture of the entire refundable cleaning/damage deposit.
- _____ Initials

ENTERTAINMENT

- Electricity is normally available, but not guaranteed, on the grounds.
- _____ Initials

FOOD SERVICE & ALCOHOLIC BEVERAGES

- Access to the Catering Kitchen is only allowed during the specified rental times.
- HHF is not responsible for providing tablecloths, serving dishes, silverware, plates, cooking utensils, paper supplies or similar items.
- The Catering Kitchen is equipped with a stove for warming only. Electric fryers, charcoal grills and propane gas equipment are prohibited.
- If alcohol is being served a one-day banquet license must be obtained by the client or caterer from the Virginia ABC authorities and a copy must be presented 3 days prior to the event to HHF.
- Client is responsible for obtaining caterers who have the proper permits and/or licenses under state law.
- HHF will not tolerate drunk and disorderly conduct; anyone exhibiting inappropriate behavior will be asked to leave the premises immediately.
- _____ Initials

WEDDING PHOTOGRAPHY, REHEARSAL & DEPARTURE

- Outside bridal portrait sessions are permitted. There is no charge but clients are requested to schedule an appointment for these sessions. Photographers are not provided by HHF.
- There may be no use of images of Weston Manor and its dependencies for commercial purposes other than those provided for the client by the photographer.
- Ceremony rehearsal sessions are available by appointment.
- Rice, confetti, aerosol confetti, birdseed, silk flower petals and the release of live animals (doves, butterflies, etc.) are not permitted. Any live flower petals must be removed after the event by the client.
- _____Initials

OTHER

Indemnification

Client agrees to indemnify HHF fully against all claims, demands, injuries and damages, including attorney's fees and costs, resulting from any accident, injury, property damage or theft suffered by any employee or guest.

HHF reserves the right to require that a liability and property damage insurance policy be secured by the client and a copy presented to HHF prior to the event.

_____Initials

Appearance of the Estate

Every effort is made to keep the gardens and grounds clean and beautiful year round. However, no guarantee can be made by HHF regarding the appearance of the site. HHF shall have no liability to the client or any other person regarding the appearance of the site during the event.

_____Initials

Visitors to Weston Manor

The house and grounds will be closed to the public during a private event only with the special permission of HHF. Otherwise, the house and grounds will be open to visitors during normal visitation hours. Please be advised that even if the grounds are closed, the public being unaware of the event, may walk on or drive on the grounds.

_____Initials

Dressing Facilities

There are no special dressing rooms for the bride or the bridal party. The bridal party may choose to use the cellar for this activity, depending on the type of package selected by the client.

_____Initials

Pier and Dock

Clients and their guests are not allowed to use the pier and dock for any purpose during the event.

_____Initials

Parking

Parking will be in designated areas only. It is suggested that clients provide attendants to help with the parking. HHF is not responsible for articles left unattended in vehicles.

_____Initials

Cancellation of an event by HHF

HHF reserves the right to cancel any event if the needs, policies, safety or interest of HHF makes such cancellation advisable.

_____Initials

Information is subject to change by HHF. 02/16

