

WESTON MANOR
HISTORIC HOPEWELL FOUNDATION, INC.

WEDDING & EVENT
TERMS AND CONDITIONS

Weston Manor is an Historic Virginia Plantation, owned by the Non-Profit Corporation, Historic Hopewell Foundation, Inc., hereafter HHF. Our staff and volunteers work diligently 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 areas of the property that you have reserved. The following guidelines are designed to keep Weston Manor pristine, beautiful, and safe, for visitors and clients not only on your special day, but for years to come. **It is the responsibility of the Client to thoroughly read these Terms and Conditions, as well as all other information included in your packet of documents. Please initial below to indicate that you have read and accept the Terms and Conditions.**

FEES & DEPOSITS

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

- The Deposit is due with the signed Contract to finalize your reservation, and is applied to the total amount of your Contract.
- The Deposit is non-refundable, and non-transferable.
- Notice must be given no less than 48 hours, in writing, to cancel your event (prior to the event).
- _____ Initials

Cleaning/Damage Deposit: \$200.00

- The Cleaning and Damage Deposit is due in full, two weeks prior to your event. A separate check from your Contract Deposit is required for this Deposit.
- This Deposit will be returned within seven working days after the event, providing all terms and conditions are met, and it is not determined by HHF that it is to be retained.
- _____ Initials

Contract Balance for Rental Fee

- The total Contract Balance is due two weeks prior to the event.
- The total amount of the Contract, less the Deposit, may be refunded for cancellation of your event, upon the approval the Historic Hopewell Foundation Board of Directors.
- _____ Initials

Rental of Stationary Tent Sides

- HHF offers sides as an available option for the Stationary Tent, at an additional fee of \$200. The sides to the tent have windows. Advance notification of five-days is required, if the tent sides are requested.
- Due to numerous trees on the grounds and weather conditions, HHF cannot guarantee there will be no leakage of water in, or around, the area of the Stationary Tent. This includes condensation on the windows, if the tent sides are rented.
- _____ Initials

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.
- _____ Initials

CAPACITY

- The capacity of the Winter Cellar is 45.
- Portable restrooms are onsite for use during events. Should you desire to have an outside company place larger portable restrooms, you may make arrangements to have them delivered through our Administrative Manager. An additional fee shall apply.
- _____ Initials

FURNITURE & EQUIPMENT

- The dimensions of our Stationary Tent are 30 feet in width by 60 feet in length.
- Tables and chairs belonging to HHF are for use in the Winter Cellar only, at no charge.
- Clients are responsible for renting tents, tables, chairs, arches, linens, etc., and any other items necessary for their wedding or event, for outdoor use, and/or for use under the Stationary Tent.
- Tables and chairs accommodating up to 80 guests may be rented from Weston Manor for outside use, as an add-on to your Contract. You may discuss this option with our Director of Weddings & Events. The add-on fee is \$150 per wedding or event.
- Vendors may be asked to provide HHF with the proper certificates of insurance.
- The use of additional tents for your event must have the prior approval of HHF.
- All rental furniture and equipment may be dropped off no earlier than 24 hours before the event, and must be picked up by 12:00 noon the following day, or on Monday, following a weekend event, if the vendor does not pick up on Sunday.
- Any rental items left overnight are the responsibility of the client, and not HHF.
- Our Director of Weddings and Events will be happy to refer rental vendors, upon request.
- _____ Initials

DECORATION & CLEAN-UP

- No decor or other items may be attached to walls or ceilings in any rented areas, nor to any buildings, structures, trees, or plants on the property.
- No lighting is to be added or changed without the prior approval of the Director of Weddings and Events. Maintenance at Weston Manor will make any changes requested at a rate of \$15 per hour, with a four-hour minimum.
- Ladders may not be used to decorate, or to remove decorations. Should ladders be needed, Maintenance at Weston Manor will assist with decorations at a rate of \$15 per hour, with a four-hour minimum. HHF will assume no liability for the use of ladders on the property.
- **A STRICT NO SMOKING POLICY IS IN EFFECT ON THE PROPERTIES AND GROUNDS OF WESTON MANOR, IN ORDER TO PRESERVE AND PROTECT THE STRUCTURE AND INTEGRITY OF THIS HISTORIC PROPERTY. THE CLIENT MUST AGREE TO ABIDE BY AND ENFORCE THIS POLICY.**
- No candles are allowed in the Winter Cellar, or on the steps or porches of the house and its dependencies.
- No sparklers are allowed on the grounds of the property.
- No Chinese lanterns are allowed on the grounds of the property.

- Immediately following your event, all decorations must be removed and disposed of with all other trash and litter, to include food, utensils, cups, cans, bottles, etc.. If decorations were hung by HHF maintenance, pick up will need to be scheduled once the items have been removed by Maintenance at Weston Manor.
- The client is responsible for cleaning of the Catering Kitchen, to include wiping clean all surfaces, cleaning sinks, removing all personal food and beverage items from the kitchen and refrigerator, cleaning of floors, and removing all trash in the receptacles provided to the outside trash receptacles. Any items belonging to HHF moved by the client must be returned to their original places as found.
- The Winter Cellar must be clean and clear of all personal items, and all items belonging to HHF returned to their original places as found. Restrooms in the Winter Cellar must be left clean.
- The Stationary Tent must be left emptied and clean of all trash and debris, along with all personal items and decorations removed.
- The Manor Grounds must be clean of all decorations, trash and debris, to include bottles, cans, cups, paper, etc.
- Areas left unclean, or any damage to the property may result in forfeiture of the entire \$200.00 cleaning/damage Deposit, as well as additional charges as determined by HHF.
- _____ Initials

ENTERTAINMENT

- Electricity is normally available on the grounds, but not guaranteed, for use by a DJ or band. The location of outlets and switches will be included in your tour of the property.
- _____ Initials

FOOD SERVICE & ALCOHOLIC BEVERAGES

- Access to the Catering Kitchen is allowed only during the specified rental time.
- HHF/Weston Manor does not provide tablecloths, serving dishes, utensils, silverware, plates, dinnerware, cooking utensils, paper supplies, or any other items for weddings or events. Clients may not use any kitchen items belonging to HHF for their personal events.
- Please be advised that the Catering Kitchen is not a commercial grade kitchen. The kitchen is equipped with a stove for warming only. Electric fryers, charcoal grills, propane or gas grills, and other equipment are prohibited on the property of Weston Manor. Special permission must be obtained from the HHF Board of Directors for the use of any of these items in advance of the event.
- In order for alcohol to be served at your event, a One-Day Banquet License must be obtained by the client or caterer from Virginia ABC Authorities. The license may be obtained online at <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>, select "BANQUET", One-Day License. The cost is \$40. A copy of the ABC License must be presented to HHF no later than 3 days prior to the event, and you must have a copy with you the day of your event.
- The client is responsible for procuring caterers who have proper permits and/or licenses, under Virginia State Law. Our Director of Weddings and Events will be happy to refer Caterers upon request.
- HHF will not tolerate drunk and disorderly conduct. It is the responsibility of the client to insist that anyone exhibiting inappropriate behavior be asked to leave the premises immediately.
- _____ Initials

WEDDING PHOTOGRAPHY, REHEARSAL, DEPARTURE, & DETAILS

- Outside wedding photography sessions are permitted at Weston Manor. There is no charge, however clients are requested to schedule an appointment for photography sessions. Photographers are not provided by HHF. Our Director of Weddings and Events will be happy to refer Photographers upon request. (Please refer to our Photography Policy.)
- Wedding rehearsals are included with your reservation, and must be scheduled when your Contract is submitted.
- Rice, confetti, aerosol confetti, birdseed, and the release of live animals (butterflies, doves, etc.) are not permitted on the grounds of Weston Manor, or under the Stationary Tent. Any live or silk flower petals must be removed by the client after the event from the manor grounds, and from under the Stationary Tent.
- Our Director of Weddings & Events is a Certified Wedding & Event Planner (CMWP, CWP), and is available for you to consult or hire as your personal Wedding Planner, or Rehearsal and Day-of Coordinator. You may contact her for referrals for Photographers, Florists, Caterers, Bartenders, Wedding Cake Bakers, Rental Companies, Ministers, Marriage Celebrants, Entertainment (DJ's, Bands), Etc.
- _____ Initials

OTHER – INDEMNIFICATION

The client agrees to fully and completely indemnify HHF against all claims, demands, injuries, and damages of any kind, including attorney's fees, and costs resulting from any accident, injury, illness, 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

NON-PROFIT STATUS

Historic Hopewell Foundation, Inc., is a Non-Profit Organization, and does not permit Political Events, Political Campaigns, or Political Campaign Fundraisers at Weston Manor.

_____ Initials

APPEARANCE OF THE ESTATE

Every effort is made to keep the gardens and grounds at Weston Manor beautiful, and in pristine condition year-round. However, no guarantee can be made by HHF regarding the appearance of the site. HHF shall have no liability regarding the appearance of the site during the event.

_____ Initials

VISITORS TO WESTON MANOR

Weston Manor and the grounds shall be closed to the public during a private event only with the special permission of HHF. Otherwise, the house and grounds shall 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 enter the grounds of Weston Manor.

_____ Initials

DRESSING FACILITIES

There are no separate dressing rooms for the wedding party. The wedding party may choose to use the Winter Cellar for dressing, depending on the 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 shall be in designated areas only. It is suggested that clients provide attendants to assist with parking. HHF is not responsible for vehicles of guests, or articles left unattended in vehicles.

_____ Initials

CANCELLATION OF AN EVENT BY HHF

Historic Hopewell Foundation reserves the right to cancel any event due to needs, policies, safety, or if for any reason, it is in the best interest of HHF to make such cancellation necessary or advisable.

_____ Initials

**Please be aware that if new prices and fees are implemented,
current listed prices and fees cannot be guaranteed
unless the wedding or event deposit has been paid.**

Information is subject to change by Historic Hopewell Foundation