

WESTON MANOR HISTORIC HOPEWELL FOUNDATION, INC.

TERMS AND CONDITIONS

Weston Manor is a 220-year-old Virginia plantation owned by the nonprofit Historic Hopewell Foundation, Inc (HHFI). 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: \$200 for Complete Package/\$100 for other rentals

- Due with signed contract to finalize reservation and is applied to the total rental fee.
- Deposit is non-refundable/non-transferable.

Cleaning/Damage Deposit: \$150

- 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.

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

- Ground use capacity: 325
- 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.

FURNITURE & EQUIPMENT

- Tables and chairs belonging to HHFI may be used only in the cellar.
- Clients are responsible for renting tents, tables, chairs and any other outdoor furniture. All vendors must provide HHFI with the proper certificates of insurance. Size of the tent(s) must be approved by HHFI.
- 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.

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.
- **There is no smoking allowed in the cellar.** Smoking on the grounds is allowed in designated areas and all extinguished cigarettes must be placed in the appropriate receptacles.
- No candles are allowed in the cellar or on steps or porches of the house and dependencies.
- No sparklers 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. Clients are responsible for 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.

ENTERTAINMENT

- Out of respect for our neighbors and visitors loud music is not permitted.
- Electricity is normally available, but not guaranteed, on the grounds.

FOOD SERVICE & ALCOHOLIC BEVERAGES

- Access to the Catering Kitchen is only allowed during the specified rental times.
- HHFI 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 HHFI.
- Client is responsible for obtaining caterers who have the proper permits and/or licenses under state law. Clients who wish to cater their own event must obtain the appropriate permission from the City of Hopewell Health Department. Copies of these permits must be presented 3 days prior to the event to HHFI.
- HHFI will not tolerate drunk and disorderly conduct; anyone exhibiting inappropriate behavior will be asked to leave the premises immediately.

WEDDING PHOTOGRAPHY, REHERSAL & 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 HHFI.
- 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.

OTHER

Indemnification

Client agrees to indemnify HHFI 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.

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

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 HHFI regarding the appearance of the site. HHFI shall have no liability to the client or any other person regarding the appearance of the site during the event.

Visitors to Weston Manor

The house and grounds will be closed to the public during a private event only with the special permission of HHFI. Otherwise, the house and grounds will be open to visitors during normal visitation hours.

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.

Pier and Dock

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

Parking

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

Cancellation of an event by HHFI

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

Information is subject to change by HHFI. 08/08