



Facility Rental Agreement

Thank you for choosing Gunston Hall as your Wedding Venue! If you have any questions or concerns, please contact Nicole Morton, Leader of Business Enterprise by phone at (703)550-9220 or by email at nicole.morton@gunstonhall.org

Name: _____

Date of Event: _____ Type of Event: _____

Address: _____

Email: _____ Phone Number: _____

Time Event is to Begin: _____ Time Event is to End: _____

Time Setup is to Begin: _____ Cleanup Completed By: _____

Location of Event: _____

Cost (see next page for rental fees): _____ Approximate Guest Count: _____

Your venue reservation will be confirmed upon receipt of your signed copy of this Facility Rental Agreement and your first payment as detailed below. All checks must be made payable to Gunston Hall and mailed to: Gunston Hall, ATTN: Nicole Morton, 10709 Gunston Road, Lorton, VA 22079.

The Contracting Party agrees to designate one person to be in charge while at Gunston Hall. This person must be present during the entire event and ensure the facility is cleaned up properly.

Name: _____

Email: _____ Phone Number: _____

Rental Time and Event Areas

The rental time frame for each space listed below includes preparation, guest time, and breakdown. Additional time may be allowed for caterer setup with arrangements being made in advance and at the sole discretion of Gunston Hall. Contracting Parties will be charged an hourly rental rate for events exceeding their designated timeframe by 30 minutes or more, no exceptions.

Contracting Parties renting Gunston Hall for a wedding may obtain approval to have two hours complimentary the day prior to the event. This time can be used for early setup and drop off of rental items or a rehearsal walkthrough. Subject to availability of Gunston Hall management and may not interfere with other events setup or occurring. Must be during the hours of 10 A.M. and 4:30 P.M.

The Agreement above specifies event locations available and designated to the Contracting Party, guests, and vendors. Gunston Hall is home to private residences, as such, do not disturb them or their property in anyway. These residences are on Gunston Hall property, and damage to them is considered damage to the property and grounds of Gunston Hall.

<i>Rental Fees for Gunston Hall:</i>		
Venue Requested	Rental Timeframe	Cost
<u>Only</u> a ceremony on the grounds, in the Ann Mason Room, or in the private courtyard	Sunday through Saturday between the hours of 10 A.M. and 8 P.M. 2 hour rental block	\$800
A reception in the Ann Mason Room and private adjoining courtyard	Sunday through Saturday between the hours of 10 A.M. and 11 P.M. 5 hour rental block	\$2,750
Ceremony on the grounds and a reception in the Ann Mason Room and private adjoining courtyard	Sunday through Saturday between the hours of 10 A.M. and 11 P.M. 8 hour rental block	\$3,750
<u>Both</u> ceremony and reception on the grounds of Gunston Hall	Sunday through Saturday between the hours of 10 A.M. and 10 P.M. (October - March) between the hours of 10 A.M. and 11 P.M. (April - September) 8 hour rental block	\$4,000
<i>*All rentals include time for preparation, guest time, and breakdown</i>		
Rental Fee:		\$
Half of Rental Fee (due at contract signing):		\$
Remainder of Rental Fee (due 30 days prior to event):		\$

Initials of Contracting Party: _____

Credit Card Authorization Form

Gunston Hall requires all Contracting Parties to complete a \$500 credit card authorization form that will only be used in case of damages to the event space or historic grounds.

I, _____, hereby authorize Gunston Hall to charge my credit card account in an amount not to exceed: \$500.

() VISA () MasterCard () American Express () Discover

Credit Card Number: _____

Expiration Date: _____ / _____ CVV Code: _____

Credit Card Billing Info:

Cardholder Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Gunston Hall Staff Initials: _____

Financial Terms and Conditions

Payment and Reservations:

A deposit in the amount of half the rental fee is due with a signed Facility Rental Agreement at the time of booking to secure the date of the event. The remaining balance of the rental fee plus any additional fees are due 30 days prior to the event. Payment must be in the form of cash or check, made payable to Gunston Hall.

All Contracting Parties are required to complete a \$500 credit card authorization form. This gives Gunston Hall the right to use any or all of the amount towards cleaning and repair of the rental space or any property located in or on the premises belonging to Gunston Hall. If the Contracting Party has caused no damage, and the premises is in the condition the Contracting Party found it prior to the event, as determined by Gunston Hall, the \$500 form will be retained for 10 days then shredded. Gunston Hall will not charge any amount to a Contracting Parties credit card without notification. If damages and cleaning costs exceed \$500, the Contracting Party shall pay Gunston Hall the amount owed for such damages and/or cleaning within 10 days of the date of the invoice from Gunston Hall.

Cancellations:

Notice of cancellation of an event must be in writing. Six months or more prior to the event date, the Contracting Party will receive half the deposited rental amount back for cancelled events. Between three and six months prior to the event date, the Contracting Party will forfeit the deposited rental fee. The Contracting Party will forfeit all deposited rental fees if an event is cancelled within three months of the event date.

Failure of Payment:

Failure to fulfill the payment outlined above shall be considered a breach of the Gunston Hall Facility Rental Agreement. A breach of contract means cancellation of the event scheduled at Gunston Hall and the entire deposit will be retained by Gunston Hall. In the event of a default in the payment of any sums under the Facility Rental Agreement, the Contracting Party agrees to pay Gunston Hall any attorney's fees incurred by them in the enforcement of the Facility Rental Agreement.

Gunston Hall Liability Insurance

The Contracting Party must obtain a Certificate of Liability Insurance for injury and property damage with a combined single limit of no less than \$1,000,000. The insurance policy must be in effect for the duration of the Contracting Party's use of the property, including setup and tear down specified in the Facility Rental Agreement. A policy is required for the following day to allow for take down, cleaning, etc. if the event will not end before 11:00 P.M. The insurance form must name Gunston Hall, The Board of Regents of Gunston Hall, Inc., and The Commonwealth of Virginia as additional insureds. The address as the location for the event is Gunston Hall: 10709 Gunston Road, Mason Neck, VA, 22079. An appropriate certificate of insurance must be submitted to Gunston Hall 30 days prior to the event, or at such a time agreed upon by the parties.

In requesting the use of Gunston Hall, you agree to assume full financial liability and responsibility for any damage or loss of objects or property belonging to Gunston Hall and for any accident or injury incurred by you or your guests during or as a result of such use. You agree to be liable for all claims for personal injuries or property damage arising out of or relating to your event. Gunston Hall is not liable to the Contracting Party for any errors, acts, or omissions on the part of the selected Caterer and vendors retained by the Contracting Party in connection with an event. In the event of a default in the payment of any sums under the Facility Rental Agreement, I agree to pay Gunston Hall any attorney's fees incurred by them in the enforcement of this agreement.

Gunston Hall Staff Initials: _____

Acceptance of Gunston Hall Facility Rental Agreement

I certify that I have read the Gunston Hall Facility Rental Agreement regarding the services and fee schedules associated with the rental of Gunston Hall. I agree to all terms contained in this agreement and any other attachments (see the Gunston Hall Rental Checklist and Policies and Procedures Sheet for more information). If the foregoing correctly states your understanding of Gunston Hall’s Facility Rental Agreement, please initial and sign all required lines.

I also acknowledge that Gunston Hall is a historic site owned by the Commonwealth of Virginia and administered by a Board of Regents appointed from The National Society of The Colonial Dames of America. As a historic site, Gunston Hall’s mission is preservation, and thus its property, including but not limited to, the Visitors Center, Ann Mason Room, courtyard, outbuildings, gardens and grounds, and Gunston Hall Mansion itself, may require periodic restoration and maintenance work. This work which may result in the closure of a portion of the property, the presence of scaffolding or other equipment on the site or the buildings, and that the outbuildings, house and landscape may show visual evidence of such work. Gunston Hall is also an active archeology dig site. These dig sites can change without notice, and may require visual impediments to the ground.

While Gunston Hall staff will endeavor to inform the Contracting Party in advance of restoration or archaeology work that may be done to the property, the Contracting Party agrees restoration work may conflict as part of the terms of the property lease.

Contracting Party Signatures: _____

Agreed and accepted on: _____

Comments:

Rental Linens and Equipment:

- ❖ Capital Classic Party Rentals
Jason Desaulniers (Event Consultant)
#240.695.3792
- ❖ Party Rental Ltd.
- ❖ Sammy’s Rental Inc.
(info@sammysrental.com)
- ❖ Main Street Weddings & Events
(jessica@mainstreetweddings.com)

Hotels:

- ❖ Hampton Inn and Suites (Mt. Vernon/Ft. Belvoir)
703.619.7026
- ❖ Hampton Inn (Potomac Mills/Woodbridge)
703.490.2300

Gunston Hall Staff Initials: _____

Gunston Hall Facility Checklist

Please initial the lines acknowledging to the terms and items noted below.

*For more event information, review Gunston Hall's Rental Policies and Procedures Packet.

_____ The Contracting Party must provide Gunston Hall with the full details of the event, including but not limited to, information related to all vendors, entertainment provided, and any extraordinary measures needed to conduct the event.

_____ A full-size catering kitchen is available adjacent to the Ann Mason Room. An approved Virginia-licensed caterer is required for use of the kitchen. A sit-down with the selected caterer is required 30 days prior to the event.

_____ The Contracting Party and Caterer is responsible for the cleanup of the catering kitchen and rental spaces used for an event. This may include: vacuuming, moping, sweeping, wiping down tables and counters, breakdown of equipment, and taking out the trash. A cleanup checklist will be provided.

_____ A Virginia banquet liquor license is required for all events serving alcoholic beverages. This may be purchased by the Contracting Party or caterer on the Virginia ABC [website](#) (\$55). Gunston Hall reserves the right to terminate any event serving minors alcohol and creating a disruptive event.

_____ Small children and youth must be under adult supervision at all times.

_____ The Contracting Party must obtain a certificate of liability insurance for injury and damage with a combined single limit of no less than \$1,000,000, adding Gunston Hall, The Board of Regents of Gunston Hall, Inc., and The Commonwealth of Virginia as additional insured.

_____ Tables and chairs for up to 125 guests are included in all rentals of Gunston Hall. This includes 125 white plastic folding chairs for a ceremony, and a variety of options for an inside reception.

_____ Linens, decorations, and tableware are the responsibility of the Contracting Party or caterer.

_____ Tenting on the grounds requires authorization from Gunston Hall management.

_____ Guided house tours are complimentary for every wedding rental during business hours. Tours must be arranged before the scheduled event, and are available until 5:00 P.M.

_____ Amplified music is permitted in limited areas on the property, provided volumes are kept at a reasonable level. All amplified music must end at 11:00 P.M. The Contracting Party will be responsible for paying any fines imposed.

_____ The Ann Mason Room features internet connectivity and audio-visual capabilities.

_____ Use of a private changing room may be available upon request.

_____ Food and drink are not allowed inside the gallery spaces of the Visitor Center.

_____ Open flame candles are not allowed anywhere on the property of Gunston Hall.

_____ Smoking is strictly prohibited on Gunston Hall property and grounds.

_____ Sparklers, silly string, confetti, glitter, or other small objects thrown or used on the property are not permitted. The use of rose petals and bubbles are only allowed outside.

_____ Gunston Hall welcomes dogs as a part of your special day! If you are interested in this, please speak to the event manager for further information.

_____ The grounds behind the house have limited lighting and electrical outlets. Additional power and lighting sources may need to be rented through a vendor based on the extent and timeframe of an event.

Gunston Hall Staff Initials: _____