



Meadow Hall Weddings Standard Rates and Basic Rental Information

Meadow Hall



The timeless elegance and rustic charm of Meadow Hall will make any couples' special day unique. Multiple outdoor and indoor ceremony and reception locations offer options that will satisfy any vision.

MEADOW HALL STANDARD FACILITY RENTAL FEES/PACKAGES:

FRIDAY	SATURDAY	SUNDAY	TUESDAY, WEDNESDAY, or THURSDAY
\$3,800	\$4,500	\$3,300	\$2,200

FRIDAY or SATURDAY - Ceremony and Reception

***Whole Hall Facility Rental Package Includes:**

- 10 hours of rental time (available hours of rental between 9:00 a.m. to 11:00 p.m.)
- 5 hours the day prior to the event day, 1:00 p.m. to 6:00 p.m., of set-up/decorating time and rehearsal time
- 2 hours for on-site wedding portraits or engagement photos, based on venue availability, prior to event day
- Tables and up to 200 chairs; chairs over the 200 provided with rental are available for a \$2 per chair fee
- All tables and chairs set in place per client's design prior to arrival for set-up, rehearsal, and the event by Meadow Event Park staff
- Private event signage directing guests to parking and Meadow Hall
- A Meadow Event Park staff member on-site for the duration of set-up, rehearsal, and the event

SUNDAY - Ceremony and Reception

***Whole Hall Facility Rental Package Includes:**

- 10 hours of rental time (available hours of rental between 11:00 a.m. to 11:00 p.m.)
- 2 hours for on-site wedding portraits or engagement photos, based on venue availability, prior to event day
- Tables and up to 200 chairs; chairs over the 200 provided with rental are available for a \$2 per chair fee
- All tables and chairs set in place per client's design prior to arrival for set-up, rehearsal, and the event by Meadow Event Park staff
- Private event signage directing guests to parking and Meadow Hall
- A Meadow Event Park staff member on-site for the duration of set-up, rehearsal, and the event

TUESDAY, WEDNESDAY, or THURSDAY - Ceremony and Reception

***Whole Hall Facility Rental Package Includes:**

- 10 hours of rental time (available hours of rental between 9:00 a.m. to 9:00 p.m.)
- 2 hours for on-site wedding portraits or engagement photos, based on venue availability, prior to event day
- Tables and up to 200 chairs; chairs over the 200 provided with rental are available for a \$2 per chair fee
- All tables and chairs set in place per client's design prior to arrival for set-up, rehearsal, and the event by Meadow Event Park staff
- Private event signage directing guests to parking and Meadow Hall
- A Meadow Event Park staff member on-site for the duration of set-up, rehearsal, and the event

MEADOW HALL WEDDING RENTAL GUIDELINES:○ **Contract, Deposit & Cancellation**

All dates quoted are based on availability at time of inquiry and only secured with a signed contract. A non-refundable \$1,000.00 deposit is due at time of contract signing and the balance is due 60 days prior to day of the event. *If the event is canceled more than 60 days prior to the event date, the venue will retain 50% of the total rental fee; if canceled within 60 days of the event date, venue retains 100% of total rental fee.*

○ **Liability Insurance Requirement**

A minimum of a \$1M liability insurance policy (event insurance) is required naming Commonwealth Fairs & Events, Inc. as an additional insured. Clients can obtain insurance through their homeowner's policy or it can be purchased through The Meadow Event Park for an \$85.00 fee (form upon request). *Proof of insurance or payment is required within 30 days of the event.*

○ **Food/Beverage Catering**

The Meadow Event Park does not offer its own catering but can share a list of suggested options upon request. All caterers are required to be licensed and insured for all events. Use of any chosen caterer requires a Meadow Event Park Catering Release Form completed and signed by both client and catering company, along with submission by the catering company, a certificate of liability insurance naming Commonwealth Fairs & Events, Inc. as an additional insured within 30 days of the event. *An additional fee for catering will be applied to all rental contracts and shall be paid by the client prior to event date. The fee is based on the expected number of guests at an event: \$50.00 (1–50 guests); \$250.00 (51–250 guests); \$400.00 (251+ guests)*

○ **Alcohol Rules & Regulations**

If the event does not include a cash bar, clients are not required to obtain an alcohol permit through ABC. Events having a cash bar must obtain written permission from the venue, must obtain an alcohol permit through ABC and obtain an additional, separate minimum \$4M liquor liability insurance policy naming Commonwealth Fairs & Events, Inc. as additional insured. Clients may bring their own alcohol (beer, wine, and liquor – kegs are not permitted); however, a professional bartender is required at any location where alcohol is being served.

○ **Curfew/Overtime**

All events must be concluded no later than 11 p.m. or a minimum of one hour prior to the conclusion of contracted rental time, whichever occurs first. All event decorations, personal items, guests and vehicles must vacate The Meadow Event Park property by 11 p.m. or at the conclusion of the contracted rental time, whichever occurs first. If time exceeds the agreed rental, the client will be charged \$200.00 for every hour over.

○ **Venue Setup & Cleanup**

Staff of The Meadow Event Park will have all tables and chairs in place upon client's arrival. Layout will be per client's agreed design, received at least 2 weeks prior to event date. In determining desired/necessary rental hours, please include time for vendors to access the venue (caterer, DJ, cake, florist, etc.), setup of final decorations, wedding party preparations (hair, make-up, dressing, etc.), event time and cleanup. Standard day-of event setup time is 2-4 hours prior to event, 5-9 hours for the event itself, and 1-2 hours after the event for cleanup. If a client's décor requires a setup team pre-event or post-event, the client must communicate and coordinate such with the Meadow Hall Venue Manager at least 30 days prior to event date.

○ **Smoking Policy**

Smoking, e-cigarettes, vapor devices and use of tobacco products are not permitted in the venue, gardens, tents and the Historic Barns area. Designated smoking areas are on the exterior porches and patios.

○ **Multi-Use Property**

The Meadow Event Park is a multi-use facility; though no events will be held in Meadow Hall and/or the immediate vicinity of Meadow Hall, front and rear lawns, and historic barns and paddock areas, additional public and/or private events may potentially occur in other locations on the property during rental dates and times. Restricted, limited, and/or no access to or from other events on the property is permitted to or from Meadow Hall.

Please contact us for more information about the following:

- ❖ Partial Hall (1st Floor Only) rental packages
- ❖ Additional hour(s) for standard rental packages, extra fee(s) apply
- ❖ Special 4-hour rental packages: ceremony only and reception only; wedding showers
- ❖ Discount for active and retired military

Tours of Meadow Event Park Facilities available by appointment only.

Please contact The Meadow Event Park at (804) 994-2800 or email weddings@meadoweventpark.com.

Additional Wedding/Special Event Facility



Meadow Pavilion

In the event of inclement weather, Meadow Pavilion may be rented (if available) prior to the event for a \$500 fee* as an alternate ceremony space location. Clients may reserve the venue in advance, at time of contract signing, guaranteeing availability and for peace of mind.

**Fee applicable with existing Meadow Hall rental.*

- ❖ The Meadow Pavilion is also available without rental of Meadow Hall. It is a great open space for private and corporate events – graduation parties, church/family reunions, summer picnics, and award banquets... Please call for additional rental and rate information.

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