

MEADOW HALL



CORPORATE/GROUP/SPECIAL EVENT RATE AND RENTAL INFORMATION

	Whole Hall	1st Floor	2nd Floor	<i>*additional fee per hour</i>
MONDAY – FRIDAY (4 hours) <i>*rental time between 7am-5pm</i>	\$1,000	\$550	\$450	<i>\$150</i>
MONDAY – FRIDAY (4 hours) <i>*rental time after 5pm; not to exceed 11pm</i>	\$1,500	\$800	\$700	<i>\$150</i>
SATURDAY – SUNDAY (4 hours) <i>*rental time between 9am-11pm</i>	\$1,500	\$800	\$700	<i>\$150</i>

Rental Package Includes:

- 4 hours of rental time (not to exceed 11pm)
- Up to 200 chairs; chairs over the 200 provided with rental are available for a \$4 per chair fee
- All chairs and tables set-up by Meadow Event Park staff, per client’s design prior to arrival at venue
- Private event signage directing guests to parking and Meadow Hall
- A Meadow Event Park staff member on -site for the duration of the contracted rental time

Meadow Hall Special 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 25% 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 Virginia Farm Bureau Holding Corporation 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.*
- **Beverage/Food 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 to be completed and signed by both client and catering company, along with submission by the catering company, a certificate of liability insurance naming Virginia Farm Bureau Holding Corporation 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 Virginia Farm Bureau Holding Corporation 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 conclude per the contracted rental time. The latest any event can conclude is 11 p.m. All event decorations, personal items, guests and vehicles must vacate The Meadow Event Park property by the conclusion of the contracted rental time. If time exceeds the agreed rental, the client will be charged \$200.00 for every hour over.

○ **Venue Set-up & Clean-up**

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 (caterer, AV company, DJ, cake, florist, etc.) to access the venue, set-up of final decorations/event preparations (AV testing, registration set-up, etc.), event itself and clean-up/teardown. Standard day-of total timeline ranges from 2-9 hours, including pre-event, the event itself and post-event responsibilities. If a client's décor requires a set-up 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:

- ❖ 10% discount for active and retired military
- ❖ Outdoor rental space
- ❖ Other rental options

Tours of Meadow Event Park Facilities available by appointment only.

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