



Berkeley on the James • Located on Route 5 between Richmond and Williamsburg

Corporate Events Fees, Guidelines and Vendors

FEES:

Grounds Rental Rates

Saturdays, April through October

Grounds Rental for up to 300 guests: \$2,800

For larger events over 300 guests: Call for quote

Off-season and Monday-Friday Event: \$2,000

Grounds Rental Includes:

- Includes 2 days use of Gardens: one-day for set up; one-day for event.
- Additional restrooms required for all events with over 100 guests.

Deposit: \$500

- Due within 10 days of booking - non-refundable.
- Balance due two months prior to event.

Payment

- Company checks, money orders, cashier checks and all major credit cards accepted.
- A 5% fee will be charged for all credit card payments.

Cleaning/Damage Deposit: \$300

- Due with final payment two months prior to event (refundable after event).

Indoor Facilities:

Dining Room Rental for receptions, parties and dinners: \$750

- Includes: Use of Coach House Dining Room up until 11:00 p.m., tables and chairs for 75 guests, restrooms, parking, and on-site facility attendant.

Dining Room Rental w/Grounds Rental: \$500

Chippendale Gazebo

Without Grounds Rental: **\$175**

With Grounds Rental: **No charge**

Guests may tour the historic gardens and grounds at no additional charge.

An additional fee of \$8.50 per person is charged for guided house tours.

GUIDELINES:

Availability

A signed lease agreement, which will include your rental times, set up schedule, and deposit must be received within 10 days of booking to reserve the grounds for your event.

Vendors

Renter is responsible for procuring services from necessary vendors (i.e. tent, caterer, tables, chairs, carriage rides, and musicians). While Berkeley Plantation may make suggestions for possible vendors, it is not responsible for the performance of those vendors.

Parking

All vehicles, including those of your guests, vendors and deliveries must park at designated parking area, located near the event site. No vehicles are allowed on walking paths or grass/lawn areas.

After delivery, all vehicles must be moved to the parking area.

Cleaning

The renter (or contracted vendor) is responsible for cleaning the area after the event. Decorations and litter must be removed immediately following the event. Failure to do so will result in a forfeiture of the cleaning deposit. Dance floor must be removed within 24 hours of event. Arrangements for rental equipment delivery and removal must be made in advance.

Alcohol

A one day banquet license must be obtained by the renter (or contracted vendor) from the Virginia ABC board if serving alcoholic beverages.

Inclement Weather

Inclement weather will not result in a refund for any event. Renter is responsible for an alternative plan in the event of inclement weather.

Indemnification

Renter agrees to indemnify Berkeley against all claims, expenses and costs, including attorney's fees, resulting from any injury to persons or property caused by renter's invitees or contractors.

VENDOR RECOMMENDATIONS:

Equipment & Tents

Chesterfield Rentals (804) 748-0145

Party Perfect (804) 359-2400

Big Top Entertainment (757) 875-0505

Commonwealth Event Company (804) 264-6621

Classic Party Rentals (804) 270-9544

Topside Tent and Party Rentals (804) 751-0202

Rent-E-Quip (804) 520-7100

Caterers

Groovin Gourmet (804) 868-8900

Mosaic (804) 525-2190

A Sharper Palate (804) 553-0495

Whitehouse Catering (804) 644-4411

Berry's Catering (804) 370-4130

Nanny's Catering (804) 733-6619

Luxury Restroom Trailer

Edmunds (804) 478-4688

Horse and Carriage

Hundley Carriages (804) 743-9233

Music

Choice Entertainment disc jockeys-bands (804) 788-4603

Black Tie Entertainment (804) 476-2710

Sam Hill Entertainment disc jockeys-bands 866-SAM-HILL

Lyrical Images, flute and harp (804) 833-7989

Tim Olbrych, guitarist (757) 229-2618

Brian Forsman – Colonial period musician (757) 573-8955