

# The Perfect Place to Make History

Nestled in the quiet suburbs of Hanover County, Virginia lays one of the greatest historical churches of our time. Pastoral environs frame this one-of-a-kind, open-air church site where Patrick Henry attended as a young boy. A wedding in this natural setting perfectly complements the rich history that defines the place. Situated on over 110 acres of protected view shed, the Polegreen church site is an elegant, yet understated, place to host your wedding. The open fields provide for an additional space for a tented reception. The Visitor's Center offers amenities such as restroom facilities and a bridal changing room. Marriage celebrant may be available upon request.

Polegreen invites you to make your own history here. The Foundation hopes you will be captivated by the preservation and serenity of one of America's most important historic sites. For more information on hosting your special day at Polegreen, please visit [www.historicpolegreenchurch.org](http://www.historicpolegreenchurch.org) and click on "Host Your Special Event at Polegreen."



For further information, contact:

Leslie Luck  
Historic Polegreen Church Foundation  
P.O. Box 2111  
Mechanicsville, VA 23116  
(804) 730-3837  
Email: [admin@historicpolegreenchurch.org](mailto:admin@historicpolegreenchurch.org)  
Website: [www.historicpolegreenchurch.org](http://www.historicpolegreenchurch.org)



Use of Polegreen site is permissible with the completion of this application and written approval of the Foundation. Any changes in the planned use from that stated in the application will require confirmation of the change and its approval.

**APPLICANT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City,State,Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DATE(s) OF USE:** \_\_\_\_\_ Guest Count \_\_\_\_\_

**Facility Use (Please choose Package Name from below)** \_\_\_\_\_

**WEDDING PARTY NAMES: Groom:** \_\_\_\_\_ **Bride:** \_\_\_\_\_

Rehearsal Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ Setup/End Time Range: \_\_\_\_\_

**How did you hear about Historic Polegreen Church Foundation?** \_\_\_\_\_

**Fee Structure:**

**Facility Use Package 1 (ceremony and reception)** \$1650 – Private use of site all day which includes use of structure, parking, conference room, restroom facility, 1 hour rehearsal at time convenient to site, and event signs.

**Facility Use Package 2 (ceremony and reception)** \$1950 – Private use of site for full day plus ½ day afternoon before beginning at noon which includes all amenities listed above.

**Facility Use Package 3 (ceremony only)** \$825 – Includes use of structure, parking, conference room, restroom facility, 1 hour rehearsal at time convenient to site, and events signs for four hours. No food and only pop-up tents allowed.

**Micro-wedding Package 4 (ceremony only-under 25 guests)** \$385 – Private use of site for two hours, conference room, restrooms, and event signs.

**Micro-wedding Package 5 (ceremony only-under 25 guests)** \$175 – Use of site restrooms for under 2 hours.

**Conference Room/Breezeway Rental for rehearsal dinner:** \$200 (Additional for Package 1 and 3)

**Cleaning and Damage Deposit:** \$400 for full day rental; \$100 for half day rental, \$50.00 for Micro-Packages. This fee is separate from the facility fee. It is in the form of a check that is not deposited, but held until after inspection of the site.

\*\*\*\*\*

All times requested must be approved by the Foundation staff. Rehearsal times may need to be flexible if a wedding is occurring that same weekend. The church silhouette can accommodate approximately 125 chairs. The Foundation does not provide chairs, tents, etc.; but can provide names of preferred vendors. Please note that only pop-up tents are allowed for ceremonies only, and food is only allowed for those with receptions.

**DUE WITH YOUR APPLICATION:** A 50% deposit of the facility fee must be submitted with this application within seven (10) calendar days of this reservation in order to hold the event date. **The deposit is non-refundable up to 6 months prior of the event.** Balance is due thirty (30) days prior to event. If event is booked less than 30 days prior to the event, the entire amount is due at the time of application. **There are no refunds due to inclement weather.** You may want to consider wedding insurance in case of cancellations. You will be refunded the damage deposit provided all terms of the agreement are met as outlined below. See full terms below. **INITIAL:** \_\_\_\_

Make checks payable to: **Historic Polegreen Church Foundation** or use your Visa/MasterCard/Amex/Discover at [www.historicpolegreenchurch.org/weddings.php](http://www.historicpolegreenchurch.org/weddings.php)

**Cleaning/damage deposits only must be made via check; no credit cards accepted.** Submit completed application to: Historic Polegreen Church Foundation, Attention: Facility Use, P.O. Box 2111, Mechanicsville, Virginia 23116 or email the form to [admin@historicpolegreenchurch.org](mailto:admin@historicpolegreenchurch.org).

## *Terms and Conditions*

### *Rules and Conditions for use of Historic Polegreen Church Foundation Site*

The following rules and conditions of the Historic Polegreen Church Foundation site shall apply to all use of the Polegreen Site and in order for the damage and cleaning deposit to be returned:

1. All use shall conform to the planned use described in the "Application" and approved by the Foundation.
2. The Polegreen Church is a historical structure. No use shall damage the structure or in any way diminish its historical integrity.
3. The applicant shall be solely responsible for the security of the site, restroom facilities, and grounds during period of use and shall leave the building secured at all times when no one is present and responsible for security.
4. The Foundation shall have no responsibility for any personal property of the applicant on the premises.
5. **No nails, tape, tacks, staples, screws, or fasteners shall be used on the interior or exterior walls, doors or floors of the site, structure or restrooms.** The applicant shall leave the site, restrooms, and grounds as found. No beverages are allowed on the conference room table or buffet without proper protection from damage. In addition, no ladders of any kind may be used to lean into the structure for decoration purposes. An A-frame ladder may be used instead.
6. The applicant should inspect the site, restrooms, and grounds in advance of the proposed use with a member of the Foundation Staff to determine most effective use possible. Appointments can be arranged.
7. Public drunkenness, illegal drug use, and tobacco use will not be tolerated. The host will be responsible for removing any person violating this policy.
8. Noise - The facility may be utilized for events between the hours of **9:00a.m. and 9:00p.m.** Due to the neighborhood surroundings of the facility, noise from music or otherwise must be kept at a moderate level at all times out of respect for our neighbors.
9. Departure of the bride and groom may be celebrated; however, no rice, confetti, birdseed, or sparklers may be used. Live flower petals and bubbles are acceptable. **Live flower petals must be used for flower girls dropping petals.**
10. Use of Vendors – The applicant is solely responsible for the hiring of all vendors to accommodate their event. The Foundation uses preferred vendors (see below) for all of its events. Applicant is welcome to contact preferred vendor for their use. Applicant is responsible for obtaining and displaying all valid permits, including ABC licenses, in accordance with the law and to the satisfaction of the Foundation. Applicant is required to provide the Foundation with the contact information for all vendors contracted for their event. This information shall be supplied no later than 30 days in advance of event.
11. The applicant shall be responsible for removing all decorations and other materials from the property promptly after the completion of the use. The applicant shall also promptly notify Foundation staff if any damage to the property (building and contents, yard, and parking area), is done. **All décor and trash must be removed from the Foundation premises by open of business the next morning (9am).** Should the site not be cleaned within the allotted timeframe, the Foundation may deposit the damage/security check.

12. The applicant shall not have keys to the site or restrooms reproduced, and shall return all keys following the use of the property. The building is protected by an alarm system that will be explained when first visiting the site.
13. Cleaning and Damage Policy - The applicant will be notified within 30 days of the event if damages are found due to inspection of the site by the Foundation and/or non-compliance with any terms and conditions listed in this packet of information. All damages will be submitted to applicant in writing and payable to the Foundation.
14. Severability – Invalidity or unenforceability of one or more provisions of the Terms and Conditions shall not affect any other provision of this Terms and Conditions.
15. The Foundation makes no representations or warranties concerning the condition of the structure or the grounds and shall not be liable for any injuries, deaths or damages arising out of or in connection with proposed use of the site. The applicant agrees to indemnify and to hold the Foundation, staff, officers, directors, and trustees harmless from any liability arising out of or in connection with the proposed use of the site, restrooms, and grounds.
16. The Foundation reserves the right, in its discretion, to amend or modify these rules and conditions and to impose on any applicant for use of the facility additional rules and conditions specific to the planned use.

The undersigned agrees that the applicant and/or responsible person are familiar with, and will assure compliance with, the terms and conditions stated above of the Historic Polegreen Church Foundation.

Applicant signature: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**Preferred Vendors:**

***GARNISH (Catering)***

*Louis Campbell*  
 804-262-5787 – office  
 LOUIS@GARNISHRVA.COM  
 Website: www.garnishrva.com

***BLACK CREEK FLOWERS AND SWEETS (Flowers)***

*Erica Hutchison*  
 804-543-9084  
 blackcreekflowers@gmail.com  
 Website: www.blackcreek-flowers.com

***ILLUMINATION EVENTS (Wedding Planning)***

*Chelsea Moring*  
 540-735-4086  
 Website: [www.illuminationevents.com](http://www.illuminationevents.com)

***PARTY PERFECT (Rentals)***

*2400 Magnolia Ct Richmond, VA*  
 804-359-2400  
 Website: <http://partyperfect.com/>

***COMMONWEALTH EVENT COMPANY (Rentals)***

*Phyllis Andrews*  
 804-264-6621  
[info@commonwealthevent.com](mailto:info@commonwealthevent.com)

***CAROLINE MARTIN (photography)***

804-928-3688  
[weddings@carolinemartinphoto.com](mailto:weddings@carolinemartinphoto.com)  
 Website: [www.carolinemartinweddings.com](http://www.carolinemartinweddings.com)

***RIVERWOOD EVENTS AND CATERING (Rentals)***

*Rachael Gordon*  
[rachael@riverwoodeventsandcatering.com](mailto:rachael@riverwoodeventsandcatering.com)

***CHRISTY HARMON (Officiant, Wedding Planner)***

[christyharmanweddings@gmail.com](mailto:christyharmanweddings@gmail.com)  
 Website: [www.ChristyHarmonWeddings.com](http://www.ChristyHarmonWeddings.com)

\*More vendors available upon request.

**Selected Vendor:**

Company Name: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Selected Vendor:**

Company Name: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Selected Vendor:**

Company Name: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Selected Vendor:**

Company Name: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Selected Vendor:**

Company Name: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Selected Vendor:**

Company Name: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Selected Vendor:**

Company Name: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_



## Facility Use Cleaning & Open/Close Checklist

A scheduled walkthrough must be made the week prior to your event. In addition, the failure to complete and leave this checklist as noted will result in the forfeiture of your security deposit as it will contain private information.

- Entry to building:** 1. Unlock the barn doors and conference room with supplied keys and DISARM building with code given by punching in code + OFF. The supply closet will be found unlocked.
- All decorations and trash used must be removed from the site by the following morning.
- Event and parking signage must be picked up and placed in the closet in the conference room.
- Place all furniture as you found it in the conference room; the console table and the Bluford portrait may not be moved.
- Turn off all lights when you are ready to alarm building.
- All cleaning materials and trash bags can be found in the conference room. Staff will review location with you on your walkthrough.
- No Polegreen items such as coffee, water, napkins, etc may be used. You may use paper towels.
- Bathrooms and conference room must be left in broom swept condition.
- The conference table and console may be wiped down with *supplied furniture polish* only upon completion of your event.
- The leather mats may be removed or used at your leisure. They may be wiped down with a Clorox wipe.
- The countertops may be wiped down with a Clorox wipe.
- Exiting the building.** 1. Perform cleaning procedures. 2. Empty all trash 3. Lock side conference room door if it was opened 4. Turn off all lights. 5. Leave this completed checklist on console. 6. Arm building with CODE + AWAY. You may push the conference room door lock to lock it upon leaving.
- Shut barn doors and lock all locks. Return keys to their lockbox location.

Reviewed by: \_\_\_\_\_

**Foundation Staff/Date**

**I have adhered to all rules and followed this checklist.**

**Please check one:**

\_\_\_\_\_ **You may shred my deposit check.**

\_\_\_\_\_ **Please mail my deposit check.**

**Renter Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_