



## Meeting Rooms

Thank you for considering Prospect Hill as a venue to host your meeting! Our indoor ballroom is the ideal setting for your meeting.

### Meeting Rooms include the following:

**Table arrangement based on your individual needs**

**Public Restrooms**

**Water, Tea, and Coffee station**

*\*\*Additional requests are allowable and will be priced as an add-on.*

*Please be sure to discuss with our Event Manager during the planning stage. \*\**

Usage	Rates
Full Day (4 hours)	\$1,000
<b>Hourly Rate</b>	
Initial Hour	\$400
Additional Hour(s)	\$250

*Meeting Rooms are limited to 30 people. If your party size is larger, please speak with the Event Director for options.*

## Other Events

Prospect Hill can accommodate other functions such as baby or bridal showers, rehearsal dinners, birthday parties and reunions. We have various locations on property to host your event.

### Indoors

- The Rose Room (having hosted its first wedding in 1865) is a timeless setting for intimate indoor ceremonies.

### Outdoors

- Formal lawn(s)
- Garden gazebo
- Arboretum (beneath a canopy of century-old trees).

## Pricing for Other Events

### Single Room Usage (Ballroom)

Usage	Rates
<b>Full Day (6 hours)</b>	<b>\$1,000</b>
<b>Hourly Rate</b>	
<b>Initial Hour</b>	<b>\$400</b>
<b>Additional Hour(s)</b>	<b>\$250</b>

### Multiple Facility Usage (Manor House and Grounds)

<b>Rates based on Party Size</b>			
Party Size	Peak Season	Non-Peak Season	Holiday Season
<b>13 - 30</b>	<b>\$3,600</b>	<b>\$3,000</b>	<b>\$4,000</b>
<b>31 - 90 *</b>	<b>\$7,000</b>	<b>\$5,900</b>	<b>\$7,800</b>
<b>91 - 125 *</b>	<b>\$9,200</b>	<b>\$7,700</b>	<b>\$10,200</b>

Peak Season: April 1<sup>st</sup> – July 5<sup>th</sup> and August 25<sup>th</sup> – November 27<sup>th</sup>

Holiday Season: New Year's Day, Valentine's Day, Easter (3/29-4/1), Memorial Day (5/25-5/27), Independence Day, Labor Day (8/31-9/2), Halloween, Thanksgiving (11/20-11/24), Christmas (12/24-12/25), New Year's Eve

Non-Peak: All other dates (except holidays)

## Lodging

Rental of at least one guestroom is required for all special events that require full facility use. For all evening events or events which include music, rental of the entire inn is required. The rental rate for entire inn (13 rooms/cottages) is:

**"Peak" Season - \$8,000** *(for two nights)*

**"Non-Peak" Season - \$7,000** *(for two nights)*

**"Non-Peak" Season - \$3,500** (single night, weekday rentals only)

**"Holiday" Season - \$9,600** *(for two nights)*

Rental of the entire inn affords you and your guests use of our 40+ acre estate from Check-In (3:00 pm) through Check-Out (11:00 am) one or two days afterwards. You and your guests will be pampered in a private setting amidst beautiful surroundings by our attentive and friendly staff.

## Food & Beverage

Prospect Hill has two dedicated dining areas for your event. You may choose from the Rose Room, Dining Room, or both if you are renting the Inn.

### **Inn Keeper's Dinner (\$85pp)**

Prospect Hill is delighted to provide a private dining experience with 5-course prix-fixe dinner for parties to not exceed 12 people. Our seasonal menu is designed by the chef and can be modified to accommodate needs for the party.

## Catering

Professional caterers (pre-approved, licensed and insured) may be used at Prospect Hill.

It is the client's responsibility to inform outside caterers of rules and regulations regarding use of Prospect Hill. There is a \$1,500 fee for the use of our in house commercial kitchen for prep and staging.

## Alcohol Service / Bar Service

Prospect Hill requires all alcohol served to guests to be purchased through the Inn due to Virginia Law. We offer the following options:

Open Bar - Cash Only Bar - Bartender is included in both bar options

**Linens, Dishware, Flatware and Glassware are available for rental.**

## Deposit Requirements

Interested parties may reserve a date for a \$500.00 non-refundable holding fee. This date will be held for 30 days, at which time a deposit will be required to officially reserve the date.

If your event requires rental of the entire Inn, a deposit of 50% of the facility fee as well as a \$3000.00 lodging deposit are required at the time the event is booked.

**All deposits will be applied towards the total event bill.**

## Payment Policy

Upon receipt of your deposit, you have options for paying for your event in full prior to arrival.

Days from Event	Amount	Refundable
Holding Fee	\$500	No
180 Days	25% of Total Invoice	See schedule below
90 Days	50% of Total Invoice	See schedule below
60 Days	75% of Total Invoice	See schedule below
30 Days	Remaining Balance Due	See schedule below

## Cancellation Policy

All cancellations are required to be provided to the Inn or Event Coordinator **IN WRITING** in order to be eligible for any refunds of payments.

Days prior to Event	Amount Refundable
180+	Full Refund less \$500 holding fee
91-179	Full Refund less \$500 holding fee + non-refundable deposits/payments made on your behalf
61-90	Refund of 50% of total event bill or \$500 holding fee + facility deposit, whichever is greater
0-60	No Refund Issued