



2022/2023 Event Rental Guidelines

Entertaining at historic sites requires special care to prevent damage to the property. While we try to accommodate all requests, protection of our important houses and grounds requires us to consider all events on a case by case basis. Please help us maintain the integrity of our site.

Coordinating your event with Woodlawn staff is essential. It is the responsibility of the renter to ensure that caterers and wedding planners share this document with all appropriate parties and have submitted any requests to Woodlawn staff with adequate notice. If you have questions or concerns, please contact the Woodlawn Special Events Manager.

Please read the guidelines below carefully and initial under each section to confirm your understanding.

Event Planning:

- At least 30 days prior to the event, the renter and representative from the chosen caterer must conduct a walk-through of the event, accompanied by Woodlawn staff, to review any concerns and ensure compliance with these requirements.
- We require an event timeline be given to Woodlawn staff at least 7 days before the event. Please note, we are unable to accommodate a change in venue plan less than 48 hours before the event.
- Set-up for the event may begin up to 3 hours prior to the event start time. If extensive or unusual set-up time is required advanced permission must be confirmed so as not to interfere with Woodlawn's scheduled activities.

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Rehearsal:

- Ceremony rehearsal times are based on availability and subject to approval at least 30 days prior to your wedding. There is a \$250 fee associated with the rehearsal. Please contact Woodlawn's Special Events Manager to schedule.
- We prefer ceremony rehearsals take place, from 4:00 pm – 5:00 pm. Please limit rehearsals to the wedding parties only, unless pre-approved. To request an alternative time by mutual agreement, please contact WoodlawnWeddings@savingplaces.org.
- The grounds and public restrooms are available for your use during your rehearsal. Woodlawn may or may not be open for the rehearsal.
- *Please note, neither Woodlawn nor the National Trust is responsible for any property left overnight.*
- Storage space on our property is limited. If you would like to request to drop off any items for your event in advance, please notify Woodlawn's Special Events Manager at least 7 days before the event.



- *All cars must be parked in designated, visitor parking spaces.* Cars are not allowed on grassy areas or on our circle driveway. In order to protect our property, no exceptions can be made to this. Please make sure that all rehearsal attendees and vendors, in particular, are aware of this rule.

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Day of Event Specifics:

- Your standard event rental time may begin no earlier than 5:00 pm and not later than 11:00 pm. If you require additional time before 5:00 pm (at a rate of \$250/hr) please contact Woodlawn's Special Events Manager at least 30 days in advance of your event. There are no extensions allowed beyond 11:00 pm.
- The wedding party may arrive at 3:00 pm on the day of the event to use the Fountain Garden Suite and Underwood Room. Please be cognizant of our historic property and keep food to a minimum. *Please note: No red drinks will be allowed in the house.*
- Requests to arrive earlier than the above scheduled times must be submitted in writing at least 7 days before the event and approved by Woodlawn's Special Events Manager.
- *Please be aware that the last public tour of the house begins at 3:00 pm. There will be tourists on site until 4:45/5:00 pm. No access to the museum areas of the house is permitted until tours have concluded.*
- If the wedding party and event attendees are on the property while public tours are in progress, we ask that you keep noise to a minimum and remain in designated areas.
- No amplified music is permitted on the property during business hours or after 11:00 pm. Music must be kept to a reasonable noise level during the event. Please be respectful of our neighbors. Please note, the renter is responsible for any fines incurred from noise violations.
- Food and beverages are only allowed in the Fountain Garden Suite and Underwood Room. *Food and beverages in the public rooms of the historic houses are strictly prohibited. Food outside of the house must be contracted in advance and subject to approval.*
- The renter is responsible for clearing the Fountain Garden Suite and Underwood Room of all items at the contracted conclusion of the event.
- As a guest of our property, please limit your event access to the areas of the site designated in the rental contract. Please do not enter other buildings, offices, or parts of the property not included in the designated event area.
- *By terms of your rental contract, your event must end promptly at 11:00 pm.* Please ensure that all guests depart at the contracted conclusion of the event.
- We ask that children be supervised at all times.
- Please note: Gift shop items are the property of the National Trust and are available for sale ONLY.
- Only service animals are permitted on the property; all other animals are prohibited at events unless approved in advance, in writing, at least 30 days in advance. We ask that any animals brought onto our property be leashed and their waste be disposed of properly.
- Woodlawn reserves the right to terminate a disruptive event or direct unruly guests to depart.



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Photography:

- Photography by a professional photographer is permitted inside the museum in the Central Passage and on the East Portico during the cocktail hour of the event only. Permission from Woodlawn's Special Events Manager must be secured in advance and a Woodlawn staff member must accompany while you occupy museum areas of the house. The professional photographer must go through a pre-wedding walk-through with a member of staff.
- *Handling objects, sitting or leaning on furnishings, placing objects on furnishings and mantels and leaning on walls is prohibited. Please note: we expect all site guests to respect our collection. Please do not remove, move, or touch any objects in museum areas of our historic houses.*
- Photography in the Pope-Leighey House is considered on a case by case basis. All requests should be submitted to Woodlawn's Special Events Manager prior to finalizing your contract. Photography of the Woodlawn collections is not permitted.

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Venue Set-Up and Break Down:

- Deliveries
 - Please schedule deliveries in advance and coordinate with Woodlawn's Special Events Manager.
 - No equipment may be stored on the property prior to the event other than the installed tent, without confirmed permission from Woodlawn's Special Events Manager.
 - The use of ramps and dollies on masonry steps and walkways is strictly prohibited.
 - Please be mindful of our landscape. Do not use shortcuts through our landscape beds when setting up for the event.
 - *No vehicles for deliveries are allowed on our historic serpentine road or front circle drive at ANY time, as it is considered a fire hazard. All deliveries must be made through the kitchen entrance, general parking lot, or the entrance to the north of your venue area.*
 - *When entering the north entrance for deliveries, no vehicles are allowed past the white poles and chain at ANY time.*
 - All deliveries are subject to approval from Woodlawn's Special Events Manager.
 - Tents are not permitted in the Fountain Garden.
 - In order to preserve the integrity of our lawns, tents can only be set up the Friday prior to your event (or 24 hours in advance) without prior written approval. No tent installation will be allowed prior to this time.
 - Tents and dance floors must be removed within 3 calendar days, including holidays.
 - Poles used for tents, lighting, or any other equipment, that leave a hole on the grounds must be filled after the event.
 - In case of inclement weather, floor covering must be secured by the renter. The renter is responsible for covering the costs.



- Decorations
 - Decorations in the fountain are strictly prohibited. This includes but is not limited to: flowers, plants and candles.
 - Please do not use the fountain as a water source for your vendors! If you require the use of water or a hose, please contact a Woodlawn staff member for assistance.
- Alcohol Beverages
 - Bars will close 15 minutes before the event ends. Guests will not be served alcohol after this time. Underage drinking at any time is strictly forbidden. Please note, by Virginia law, guests may not serve themselves alcohol under any circumstances.
 - Outside alcoholic beverages are prohibited under ABC license law. If you plan to have alcohol at your event, it must be provided and served by one of our approved caterers. There are no exceptions to this rule.
- Venue Clean Up
 - All equipment must be picked-up by the respective vendor immediately after the event unless arrangements are made *30 days in advance* with a Woodlawn staff member.
 - The Trust is not responsible for any rental equipment not picked up immediately after the event.
 - Woodlawn is not responsible for clean-up during or after the event. The user shall ensure that the caterers and the user's vendors complete all clean-up for the event within 2 hours after the event ends. The user may be charged \$250/hr for additional clean-up time required at Woodlawn's discretion or the user may be charged the documented cost of janitorial services if services exceed this fee.
 - Please note, event caterers are responsible for all clean up of designated event areas. We request that trash be disposed of off property, whenever possible. Additional dumpster fee may apply for excessive garbage.

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Additional Considerations:

- Smoking is never permitted in any building on the property, including porches and balconies.
- No candles or open flames are permitted anywhere on the property.
- Parking on the grass is prohibited. Damage to grass on the property made by vehicles, either by guests or your vendors is the responsibility of the renter and will be deducted from your deposit.
- The fountain is for visual enjoyment only. Entering, wading, and/or throwing objects in the fountain pond is strictly prohibited. Any damage to the fountain during your event is the responsibility of the renter and will be billed to your deposit.
- The use of balloons, throwing rice, confetti, glitter, birdseed, feathers, or other small objects is not permitted on the property.
- The use of additional decorative items is at your own discretion and is subject to the Excessive Clean-Up fee detailed in the Venue Set-Up and Break Down section if not properly disposed of following your event.



- The renter, renter’s guests, or vendors may not alter or move any item or area on the property without prior permission in writing from a Woodlawn staff member, including but not limited to; taking flowers, foliage, greenery from the grounds, moving benches or trash receptacles, erecting additional lighting, attaching decorations to any building, etc.
- Shuttles and limos that arrive prior to or at the conclusion of the event must park in the parking lot and not attempt to utilize the serpentine road or circle in front of the house. In the event that this guideline is not honored, any damage to these roads will result in a fee for necessary repairs.
- Please remember, Woodlawn is not responsible for any lost or stolen items.
- The wedding party, wedding planner or coordinator is responsible for any damage caused by the vendors they have chosen.

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Pets:

- *Woodlawn is a dog friendly venue, but if you decide to have your dog be a part of your big day, you must:*
 - Keep the dog outside at on a leash at ALL times, no exceptions.
 - Have a person designated as a handler for the dog at all times and Woodlawn must be notified in advance of that person.
 - The dog must be up to date on all vaccinations
 - The dog must be friendly and not pose a danger to your guests and Woodlawn staff
 - All pet waste must be removed. You are subject to pay a refundable \$150 Pet Cleaning Fee per dog
 - Must not stake or tie the dog anywhere on site and leave it unattended, unless crated.
 - Agree to remove the dog from the property, should it become a nuisance to public, caterers or venue staff.

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Please share this information and the “Woodlawn Special Property Use Policies and Procedures” with your wedding party, wedding planner or coordinator and all your vendors. Please sign and return one copy of this agreement by mail, 9000 Richmond Highway, Alexandria, VA 22309, or email at WoodlawnWeddings@savingplaces.org. We must have a signed copy on file no later than 14 days following the signing of your contract and receipt of your deposit. Thank you for your cooperation.

By signing this agreement you acknowledge that if any of these regulations are violated by you, your guests or your vendors, you will forfeit your security deposit and will be responsible for any necessary additional fees.

Name: _____

Signature: _____

Date: _____

Megan Kelly
Associate Manager, Special Events
MKelly@savingplaces.org
703.570.6920

Signature: _____

Date: _____