



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

Coach House Fees and Guidelines

FEES:

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, bride's parlor and on-site facility attendant.

Dining Room Rental w/Grounds Rental: \$500

Dining Room Rental for Luncheons, Bridal Shower and Corporate Meetings: \$500

Available 9:00 a.m. until 5:00 p.m.

Cleaning/Damage Deposit: \$300

Refundable after event

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

\$500 deposit is due within 10 days of booking.

Balance is due two months prior to event.

GUIDELINES:

Payment

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

Availability

A signed lease agreement due within 10 days of booking.

Vendors

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

Entertainment

Musicians must play at a moderate level.

Cleaning

The renter is responsible for cleaning the area after the event. Decorations and litter must be removed immediately following the event.

Alcohol

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

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.