

*The Inn at
~Burwell Place~*

601 West Main Street, Salem, Virginia 24153

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burwellplace@yahoo.com

Rental Agreement

Rental Area

Weddings, receptions or parties include the use of the first floor areas consisting of the Formal Dining Room, Formal Living Room, Breakfast Room, Sun Porch, 77' front veranda, front north lawn and English Gardens , for a period of up to four hours between the hours of _____ and _____ on _____. The rental area specifically excludes the kitchen and third floor.

Except as noted below, the rear entrance is to be used only by staff and for deliveries. Virginia State Health laws strictly prohibit anyone but staff in the kitchen areas. These areas are prominently marked "Private". No admittance will be allowed by guests, however, arrangements may be made for elderly and disabled persons use.

Please note that handicap accessibility is very limited and the restrooms are located on the second floor.

Parking spaces adjacent to the Inn are limited. There is no parking on the street leading to the Inn as the Inn does not own this road. Additional parking is available nearby at Vistar Eye Center. Please include directions for parking at The Center for Sight in your invitation. It is also requested that a member of the function be available for a short period of time to direct guests to the appropriate parking areas. The Inn can provide valet parking or a parking director for an additional fee. **Our neighboring property owners strictly enforce towing.** The Inn is not responsible for any vehicle, which may be towed.

Use of the rental area beyond the four hours allotted will result in an additional charge of \$500.00 per hour, or any portion thereof.

Catering

Outside catering and/or food brought in from the outside is prohibited, except for wedding cake. The Inn will provide food and catering for functions per the attached price list. Please note that some menu items are seasonal and are not available year-round or are available at an additional price and that all, prices are subject to change with out notice.

Children over 4 years of age are charged full fare. There is no charge for children under 4 years of age. There is a \$.50 per person cake cutting charge on cakes not arranged for by the Inn. Food provided for the event will be displayed for approximately two (2) hours or until all guests have been served. Food tables will be displayed inside the Inn and outside in the gardens. The Inn reserves the right not to display food in the garden, if the management of the Inn deems the weather inappropriate. Due to sanitation standards established by the Virginia Department of Health, leftover food, except for wedding cake, can not be taken home.

The Inn does not provide alcohol, however it can be brought onto the Inn premises for a function. All alcohol consumed must be served by the Inn staff.

The host of the function is responsible for obtaining the required ABC license if alcohol is to be served. The ABC license must be posted at the Inn the day of the function or alcohol can not be served. All alcohol must leave the premises once the bar is officially closed. The Inn reserves the right to require photo identification of any guest requesting alcoholic beverages. The Inn also reserves the right to discontinue alcoholic beverage service to any guest. The renter assumes all responsibility for the service of alcoholic beverages and agrees to indemnify and hold the Inn harmless for any claim or expense (including reasonable attorney's fees) arising out of or related to the service of alcoholic beverages.

Fees

As per our discussion, you have indicated that: you are expecting _____ guests. A final guest count will be due ten working days before your function. The following fees are based on your initial guest count. The amount may increase if your final count increases.

Inn Rental		\$ 1575.00
Catering		
Cake Cutting Charge	No.	
Alcohol Service		
Carver/Pasta Station		
Bartender		
Butler/Server/Clean Up/Set Up		
Cloth Napkins in lieu of disposable	No.	
White Wooden Folding Chairs	No.	
Additional Tables	No.	
Tent		
Glassware or Champagne Flutes	No.	
Other_____		
		SUBTOTAL
		Sales Tax (5.5%)
		Taxable Service Charge (18%)
		TOTAL

FEES ARE NON-NEGOTIABLE

Reservation/Deposit/Cancellation

A deposit of \$1000.00 is required to reserve the Inn and is due with the return of this initial contract. We prefer payment in cash or by check. Payments made by MasterCard, Visa or American Express include an additional 3.0% service charge. Payment in full is due five days prior to the function. Under no circumstances is the deposit refundable.

If you find it necessary to cancel your function, a minimum of ninety (90) days notice is required. In the event of cancellation within ninety (90) days, all expenses already incurred by the Inn become your responsibility

The Inn reserves the right to cancel any event at any time for any reason. In the event that the Inn cancels the reservation, the deposit is refundable and the cancellation fees do not apply.

Decorations

The Inn will provide floral decorations at an additional charge. You may decorate the reception/party area as approved by the Inn on the day of the function (or the evening prior).

The moving of furniture and permanent decorations of the Inn is not allowed unless approved by the management of the Inn and done by the Inn staff. There is a \$75.00 minimum charge for furniture moving which includes three (3) hours. Additional moving hours is charged \$25.00 per hour. Please be aware that you will be charged for the initial moving as well as the time required to put the Inn back in its original order.

Gifts may be displayed on a gift table (supplied by The Inn) or placed in an automobile.

Entertainment

The rental fee does not include entertainment, DJ's or recorded music. A CD system is available for indoor use. Any additional entertainment needs must be coordinated with the Inn staff.

Should you be supplying additional entertainment it is up to the host to inform the DJ and/or musicians that they will need to supply their own equipment, extension cords, speakers, speaker cords, and any other special equipment. They need to breakdown within thirty minutes of the functions end.

Miscellaneous

The Inn reserves the right to ask any guest(s) exhibiting rowdy, destructive and/or inappropriate behavior to leave the premises.

The Inn is not responsible for any act of nature and/or God, including, but not limited to, wind, rain, snow, sleet, hail, ice, or insects/bugs.

The throwing of birdseed or rice is not permitted. Should either be thrown, an additional cleaning charge will be assessed. Please feel free to use rose petals, bubbles, sparklers or butterflies outside.

The Inn is proud to offer its guests a totally smoke free environment. This includes cigarettes, cigars and pipes. If smoking occurs and the room(s) need to be sanitized, the host will be responsible for the sanitation bill. Smoking is allowed on the veranda and patio.

The front veranda and first floor of the Inn will be readied the day before and the day of the function. The lawn is mowed two (2) days: prior to a function.

All liquor, flowers, gifts, decorations and cake must be removed from the Inn at the end of the function.

The rental fee includes clean up from normal use, wear and tear. The renter is responsible for any damage that the Inn and/or its furnishings should incur or any professional cleaning that is not normally required.

Impossibility

The performance of this contract is subject to any circumstances making it illegal or impossible to provide or use the Inn facilities, including natural disasters, war, government regulations, strikes, civil disorder or curtailment of transportation facilities.

Compliance with Law

This contract is subject to applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws and the like. The Inn and host agree to cooperate with each other to ensure compliance with such laws.

Changes, Additions, Stipulations or Lining Out

Any changes, additions, stipulations or deletions including corrective lining out by either party will not be considered agreed to or binding to the other unless such modifications have been initialed or otherwise approved in writing by the other.

This is a Virginia contract. The laws of the Commonwealth of Virginia shall govern all terms and conditions of this contract. On signing this document, you certify that you have read and understand the same and agree to abide by the terms and conditions contained herein.

Disclaimer of Warranties/Limitation of Damages

The warranties and agreements herein set forth are exclusive and are expressly in lieu of all other warranties and agreements, express or implied or statutory, there are no implied warranties of merchantability or fitness for a particular purpose. If any model, picture or sample was shown to the renter, such model, picture or sample was used merely to illustrate the general type and quality of the goods and services and not to represent that the goods and services will necessarily conform to the model, picture or sample. In no event shall the Inn be liable for incidental, special or consequential damages. The Inn's liability to renter shall not exceed the amount the renter paid for the goods and services under this contract.

In witness whereof, we have, on the date cited below, hereto set our hands.

_____ Date _____ Host/Responsible Party

_____ Inn at Burwell Place/C. L. MacMackin

Address _____

City _____ State _____ Zip _____

Phone _____
Day Evening

Bride's name _____ Groom's name _____

Phone _____

Phone _____

Address _____

Address _____

Wedding Date _____

Time Reserved _____

Reception Rental Plan For The Inn at Burwell Place, Inc.

\$1550.00 plus taxes

Fee covers:

- *Existing tables and chairs
- *Champagne or White Table Linens
- * Stainless Flatware
- * China Dinner Plates
- *China & Glass Cake Plates
- *Glass Appetizer Plates
- *3 ply White Disposable Dinner Napkins (Linen are an additional .30 each)
- *White disposable cocktail napkins
- *China cup and saucer or glass mugs
- *Crystal, Glass and Silver Serving Dishes
- *Decorations for Bar, Serving Tables, Stations, etc. are provided
- *Cake Knife
- *Crystal Toasting flutes for bride, groom and wedding party
- *All Bar utensils such as stirrers, ice, napkins, wine openers, beer opener, shakers, tubs for icing,
any coolers and trash reciprocals
- *Hard Plastic Disposable Glassware for Bar and Beverage Stations
- *Cake Table with Cloth Linen, cake knife, antique crystal cake knife rest
- *Table with cloth linen for gifts with white birdcage for guest cards.
- *Table with cloth linen for DJ or Band
- *Electrical capacity for DJ or Band
- *Four cocktail height tables for bar area provided with ash trays. Additional ash trays provided on each table at no additional charge
- *Crystal votive candle holder provided for each table
- *Complimentary Bridal Suite for Honeymoon Night
- *Picnic dinner and breakfast in suite for Bride and Groom
- *Wedding gift for Bride and Groom
- *Guaranteed Late Check out for bride and groom