

Berkeley Plantation

VIRGINIA'S MOST HISTORIC PLANTATION

12602 Harrison Landing Road,
Charles City, Virginia 23030

Phone: (804) 829-6018
www.BerkeleyPlantation.com



Coach House

Rates

Dining Room Rental for Receptions, Parties and Dinners: **\$750**

Includes: Use of Coach House Dining Room and Coach House Gardens up until 11:00 p.m., tables and chairs for 60 guests, restrooms, parking, bride's parlor and on-site facility attendant.

Dining Room Rental with 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.

Availability:

A signed lease agreement due within 10 days of booking.

Vendors:

Renter is responsible for procuring services from necessary vendors (i.e. tent, caterer, tables, chairs, carriage rides, and musicians). 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 (or contracted vendor) 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. We ask that you and your guests treat this national treasure as you would your own. Take special care as you enjoy your event.