

# Berkeley Plantation

VIRGINIA'S MOST HISTORIC PLANTATION

12602 Harrison Landing Road,  
Charles City, Virginia 23030

Phone: (804) 829-6018  
[www.BerkeleyPlantation.com](http://www.BerkeleyPlantation.com)



## Corporate Events

### Grounds Rental Rates

Saturdays, April through October

Grounds Rental for up to 300 guests: **\$2,800**

For larger events over 300 guests: **Call for quote**

Off-season and Monday-Friday Event: **\$2,000**

#### Grounds Rental Includes:

- 2 days use of Gardens: one-day for set up; one-day for event.

Additional restrooms required for all events with over 100 guests.

#### Deposit: \$500

- Due within 10 days of booking - non-refundable
- Balance due two months prior to event.

**Payment:** Personal checks, money orders, cashier checks and all major credit cards accepted,

**Cleaning/Damage Deposit: \$300** Due with final payment two months prior to event:  
(refundable after event)

## Indoor Facilities

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 60 guests, restrooms, parking, and on-site facility attendant.

Dining Room Rental with Grounds Rental: **\$500**

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

Chippendale Gazebo:

- Without Grounds Rental: **\$175**
- With Grounds Rental: **No Charge**

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

**An additional fee of \$12 per person is charged for guided house tours.**



## Guidelines

### **Availability:**

A signed lease agreement, which will include your rental times, set up schedule, and deposit must be received within 10 days of booking to reserve the grounds for your event.

### **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.

## **Parking:**

All vehicles, including those of your guests, vendors and deliveries must park at designated parking area, located near the event site. No vehicles are allowed on walking paths or grass/lawn areas.

After delivery, all vehicles must be moved to the parking area.

## **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. Failure to do so will result in a forfeiture of the cleaning deposit. Dance floor must be removed within 24 hours of event. Arrangements for rental equipment delivery and removal must be made in advance.

## **Alcohol:**

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

## **Inclement Weather:**

Inclement weather will not result in a refund for any event.

Renter is responsible for an alternative plan in the event of inclement weather.

## **Miscellaneous:**

Birdseed, flower petals and bubbles may be used if you choose. Candles and sparklers may be used with advanced arrangements. Rice and confetti are not permitted. Helium balloons are not allowed on the grounds.

## **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.