

Tuckahoe Plantation Event

EVENT QUESTIONNAIRE

Event Name/Type: _____

Date of Event: _____ / _____ / _____ **# of Expected Guests** _____

Event Site(s): **Main Lawn** **Carriage Circle** **East Lawn** **South Lawn**

Old Stable **Main House** **Event Time:** _____ - _____

House Use: Y / N For: _____ **Time:** _____ - _____

CONTACT INFORMATION:

PRIMARY CONTACT: _____

E-MAIL ADDRESS: _____

PHONE #(S): _____

MAILING ADDRESS: _____

VENDOR/RENTAL INFORMATION:

PLANNER: _____ **CONTACT:** _____

CATERER : _____ **CONTACT:** _____

RENTAL CO: _____ **CONTACT:** _____

_____ **CONTACT:** _____

BAND/DJ: _____ **CONTACT:** _____

FLORIST: _____ **CONTACT:** _____

PHOTOGRAPHER: _____ **CONTACT:** _____

ADDITIONAL: _____ **CONTACT:** _____

LIABILITY INSURANCE: Y / N _____

12601 River Road, Richmond, Virginia 23238

www.tuckahoeplantation.com

804-971-8329

tuckahoeplantationva@gmail.com

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PAYMENT POLICIES

TUCKAHOE PLANTATION AGREES TO FURNISH **THE SITE RENTAL** FOR THE ABOVE EVENT FOR \$_____ Date _____

- Payment can be made in the form of cash, check or credit card. Checks should be made out to Tuckahoe Plantation and include the wedding date in memo line. Credit Card payments will incur a 3% fee.
- Payment may be hand delivered or mailed to 12601 River Road, Richmond, VA 23238.
- Initial 25% deposit must be given at time of contract. A second 25% deposit is due 6 months after initial deposit. Multiple payments are accepted.
- For site fees over \$2,000, a separate \$500 security deposit must be given with initial deposit to be held by Tuckahoe. This check(s) will not be cashed unless there is damage to the site post-event. A list of grievances will be provided prior to cashing the security deposit(s).
- Final remaining balance must be paid no later than two weeks to the event date. Failure to make this payment on time will incur a \$50 surcharge. Copies of invoices by request.
- For each month payment is not received, a 1.5% late charge will be applied to any balance due.
- Site fee deposit policy:
 - >6 months from event, 50% of deposit(s) returned.
 - <6 months from event, deposits are non-refundable.

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RULES & REGULATIONS

The undersigned Applicant agrees to abide by the following rules and requirements and hereinafter referred to as "Renter." **Please read FULLY & CAREFULLY.**

- 1) Renter shall pay for any damage to the premises, including damage to buildings or components thereof, fixtures, furniture and furnishings, resulting from any cause whatsoever arising out of Renter's use of the premises, including theft.
- 2) **ABSOLUTELY NO VEHICLE** may be driven across the lawn. Any violation of this will result in additional charges to the Renter. *This also includes damages done by vendor vehicles.*
- 3) For events over **100** guests, Renter is responsible for rental of additional restroom facilities. Our restroom facilities are handicap "friendly" but not to code. Renter is responsible for renting completely handicap accessible restrooms if needed.
- 4) **All** items must be removed from the premises no later than **48 hours** post event. Tuckahoe is **not** responsible for any personal items or decorations left behind. If grounds are not presentable the day after for historic tours, a **\$200** fee will be charged or the depositing of the security deposit may be discussed depending on the grounds condition
- 5) Renters and Caterers are responsible for **ALL** clean up **AND** trash removal unless otherwise negotiated with management. Tuckahoe does **NOT** provide trash receptacles for events. Caterer may dispose of trash in the on-site dumpster for a fee of **\$200** and only with prior permission of management.
- 6) Due to the historic nature of the premises, **smoking shall not be permitted in or adjacent to any buildings**. Management reserves the right to prohibit smoking anywhere on the grounds in the event of drought or dangerous winds. Sparklers with designated water/sand bucket and candlelight are acceptable with permission of management. Fireworks and floating lanterns of any kind are prohibited. Any fire on the premises must be actively controlled.
- 7) Handicapped parking is located behind the garages. This parking lot is **strictly** reserved for Handicap and Tuckahoe Owners/Management. **ALL** guest and other parking is in designated "All Parking" parking lot area.
- 8) Renter and Renter's agents and guests shall not move any items, furniture or furnishings without the express permission of management.

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- 9) Renter shall hold Tuckahoe and the owners of the premises harmless and indemnify them against the cost of any claim or judgment for any personal injury or death resulting from any cause whatsoever.
- 10) Any and all liabilities arising from transportation and serving/consumption of alcohol on the premises are the responsibility of the Renter.
- 11) When applicable, Renter shall provide Tuckahoe with a copy of a certificate of insurance for this event, issued by an insurance company licensed to do business in Virginia naming Tuckahoe and Tuckahoe Plantation Owners, LLC, as additionally insured. No insurance is actually required. Events exceeding 250 guests must file the required Goochland County Special Event Permit, with the assistance of management.
- 12) Renter and guests shall abide by such other rules and directions as specified by management. Ladies and gentlemen shall be appropriately attired, and ladies are requested not to wear shoes with spiked/stiletto heels in the main house. Clear plastic tent are prohibited on the property from May to October.
- 13) Tuckahoe reserves the right to relocate or reschedule Renter's party location (including tent, tables, chairs, restroom trailers, generators, etc.) in case of actual or forecasted inclement weather, acts of God, or other causes beyond Tuckahoe's control. Tents, flooring, and shuttle transportation may be required depending on weather for the safety of guests.
- 14) Tuckahoe reserves the right to utilize tent rentals for back to back events with a suggested payment of **25%** of tent rental price to Renter.
- 15) Renter must provide management with all information concerning essential electrical needs for band, DJ or other vendors who may need electricity or other special requests well in advance of event.
- 16) ALL Tuckahoe rentals must be finalized no later than two weeks prior to the event date.

I HAVE READ AND AGREE TO ALL OF THE RULES & REGULATIONS.

APPLICANT: _____ (sign)
_____ (print) DATE ____/____/____

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RELEASE & INDEMNITY

THIS AGREEMENT made this ____ day of _____, 20____, by Tuckahoe Plantation Enterprises, Ltd., hereinafter referred to as "Tuckahoe" and _____ hereinafter referred to as "Licensee";

THAT WHEREAS, Tuckahoe Plantation is a Virginia and National Historic Landmark operated by Tuckahoe; and

WHEREAS, Licensee applied to Tuckahoe for permission to use and occupy portions of Tuckahoe Plantation on the ____ day of _____, 20____, for _____.

WHEREAS, under the terms and conditions and fees established by Tuckahoe, a copy of which are attached hereto and made a part hereof, Tuckahoe allows Tuckahoe Plantation to be used for meetings, receptions, and other gatherings sponsored by certain organizations, groups, and private individuals; and

NOW THEREFORE, in considerations of the above use being permitted by Tuckahoe at the above time and date, Licensee does hereby release Tuckahoe and Tuckahoe Plantation Owners LLC (and each and every member thereof) from any liability whatsoever for bodily injury sustained by the Licensee or an invitee of Licensee and for loss of, or damage to, any personal property, and Licensee does herewith agree to indemnify and hold harmless Tuckahoe and Tuckahoe Plantation Owners LLC (and each and every member thereof) from any and all claims or cause of action which might arise from the use of Tuckahoe Plantation on the date and time specified above.

_____(sign) DATE_____/_____/_____
_____(print)

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