



ATTACHMENT A
Standard Rules and Policies for Rentals of River Farm 2018

The following rules and policies are standard for all River Farm rentals and become binding upon executing the Rental Agreement. The Tenant and their contracted event employees (including but not limited to: caterers, musicians and music providers, florists, photographers, and rental companies) must adhere to the following guidelines to preserve the house and grounds of River Farm in their present condition.

1. Legal Obligations.
Fairfax County regulations require strict compliance by Tenants with the Rental Agreement and this attached document.
2. Fee Schedule.
Reservations for an event are assured upon written contract and a non-refundable deposit of 1/3 of the rental fee. 60 days prior to the rental date, Tenant will pay to AHS the balance of the rental fee. Tenant will also pay an Expense/Damage Deposit in the amount of \$1,000.00. This Deposit will be returned within 60 days after an event when all accounts are settled, if there is no infraction of the contract. Tenant must also furnish certificates of insurance at least 60 days prior to the Event or purchase insurance from AHS (\$350.00).
3. Parking.
No parking is allowed on East Boulevard Drive. Designated guest parking areas are the paved lot and the right hand side of the circle. Deliveries are to be made within the time frame of the event; scheduled by the Tenant. Equipment must be unloaded in the driveway along the side of the house. Trucks must be promptly removed to a designated parking space.
4. Florists.
Florists must deliver during the rental hours of the Tenant. Florists must remove all garlands, bouquets, and floral arrangements following the event and within the rental timeframe. The Tenant is responsible for ensuring that this happens.
5. Second Floor Access.
No one is permitted on the second floor of the house, with the exception of the Tenant (wedding party; family of deceased), who may use the sitting room and hall restroom only.
6. Smoking.
NO smoking is permitted on River Farm.
7. Rental Supplies.
Tenants must provide serving personnel, food, beverage, linens, tableware, flowers, and tables and chairs as needed. Such items are not furnished by AHS. All rental items must be delivered and picked up within the rental time frame only.
8. River Farm Furniture.
AHS furnishings and objects may not be handled or moved without the approval of the Event Manager or Event Coordinator. Waterproof matting must cover the floor behind any beverage stations or bars in the estate house. Ice must be in a solid waterproof container that will not scratch the floor. **AHS staff will assess any or all damages to River Farm, including plants or grass on the grounds, grease or damage to driveways and the property in general. Tenant will be held financially responsible.**

9. Caterer Requirements.

All functions must be professionally catered. All caterers must be licensed and insured. A current copy of a \$1,000,000 liability insurance policy must be on file at AHS. A current Health Department Inspection Certificate for kitchen must be provided.

10. Caterer Checklist.

Tenant is responsible to advise caterer and vendors of all AHS Rules and Policies. All caterers must be approved by AHS before the contract is signed with Tenant. Caterer and Tenant must schedule a walk through with the Event Manager, **three or more weeks before event.** Final floor plan to be sent to Fairfax County Fire Marshal must be received by AHS one month in advance of event date.

- A. Caterers are to advise the Event Manager of intended time of arrival. **No one should arrive before the time contracted; they will not be admitted early.** All deliveries and pickups are to be handled by Tenant or Caterer within the commencement and termination times specified in the Rental Agreement.
- B. The caterer will have use of the kitchen. Limited refrigerator and freezer space is available. The stove, oven, and microwave may be used for heating food only. Propane gas is not allowed in the kitchen. Butane is not permitted anywhere on River Farm.
- C. Any caterer who has not worked at River Farm within one year prior to the event is required to visit the facility before the event. The Event Manager will give tours of the facility care and cleaning instructions by appointment. If the Tenant wishes to meet with the caterer at the facility for planning purposes, it must be by appointment: Monday through Friday, 9 a.m. to 5 p.m., or Saturdays as schedule allows.
- D. Tenant and their contractors must remove everything they bring into the house or onto the grounds. This must be completed by the rental termination time noted in the rental contract unless prior permission has been granted. Ice cubes must be emptied in the driveway, not on the grass.
- E. At the conclusion of the Event, the rooms are to be restored to order. Floors must be left clean (kitchen wet mopped, wood floors swept, etc.) according to the Caterer's Checklist. **The caterer will remove all grease and trash from the property. Clean up is the responsibility of the Tenant and their contractors. Failure to comply will result in forfeiture of the security deposit by the Tenant.**
- F. A supervisor from the catering firm must remain at River Farm throughout the Event.
- G. The Garden Calm area is **NOT** to be used by the caterer in any manner.

11. Role of AHS Staff.

An AHS Staff person will be on duty to supervise the use of the facilities throughout the Event, to answer questions about the property, and to close the house after the Event. The duties of the AHS Staff concern the security and interpretation of the property and helping to ensure a successful event.

Contractors must announce their arrival to the AHS staff member on duty. The Caterer's Checklist will be provided to catering staff supervisors at this time.

12. Alcohol.

All ABC regulations must be complied with during the course of the Event. AHS reserves the right to remove from the premises anyone who is inebriated or behaving in an objectionable or destructive manner.

13. Music.
Standard 110v outlets are available in the ballroom. **Amplified or electronic music is not allowed outside the ballroom at River Farm. This rule is strictly enforced.** Please take this limitation into account when contracting for music. All musicians and music providers must be licensed and bonded. Music must be of quality and volume not to disturb neighbors of the River Farm and will be monitored by AHS Staff. **Bands should be no larger than 5 pieces in Ballroom. No stages.**
14. Hanging Decorations.
Use of nails, screws, or duct tape are not permitted on walls or painted surfaces.
15. Candles/Sparklers
Only battery operated candles and battery operated votives are allowed at River Farm. Guests may not carry lighted candles or use sparklers.
16. Children.
Children must be under adult supervision at all times.
17. Confetti, Etc.
NO rice, confetti, glitter, or birdseed is permitted in the house or on the grounds. Rose petals may be used on the grounds if swept up at the conclusion of the event.
18. Rehearsals.
Wedding rehearsals may be held, at no additional charge, Monday through Friday, to begin no earlier than 9:00 am and to end no later than 5:00 pm or on Saturday, *in season*, to begin no earlier than 9:00 am and to end no later than 1:00 pm. *The rehearsal must be scheduled with the Event Manager.* If another event is later contracted during that timeframe, the tenant may be asked to adjust their rehearsal time. Every attempt will be made to reschedule the rehearsal within an hour of the previously scheduled time.
19. Street Signs/Decorations.
No signs or decorations (balloons, for example) are allowed on the George Washington Parkway, per the National Park Service.
20. Tent Accessories
All tent accessories (side walls, fans, heaters, liners, lighting) will be contracted through and provided exclusively by the current tent supplier.