

**THE AMERICAN HORTICULTURAL SOCIETY
RIVER FARM MEETING CONTRACT
NON-PROFIT ORGANZATIONS**

Date of Event: _____ Number of Attendees _____
(Monday through Friday)

Start time: _____ **End Time:** _____
(within an 8:30 am to 5:00 pm time-frame, including set up and break down)

Non-Profit with operating budget of < \$5,000,000:
Up to 25 attendees \$450
26 – 50 attendees \$900
51 to 75 attendees \$1,350
76 to 100 attendees \$1,800

Please note: Events require either outside equipment rental or rental through AHS.

Non-Profit with operating budget of <\$3,000,000:
Up to 25 attendees \$400
26 – 50 attendees \$800
51 to 75 attendees \$1,200
76 to 100 attendees \$1,600

Non-Profit with operating budget of <\$1,000,000:
Up to 50 attendees \$250
51 to 75 attendees \$375
76 to 100 attendees \$500

Rental Fee: _____

I agree to comply with AHS’ “Standard Rules and Policies” (Attachment A) items 1 – 20.

I agree to hold the AHS harmless from any liability resulting from acts of omission of the AHS, their agents, employees, independent contractors, visitors or other persons acting on their instruction or with their consent.

Printed Name	Company
Street Address	Day Phone Number
City, State, Zip	E-Mail Address
Signature of Tenant	Date

By signing below, AHS acknowledges receipt of the tenant’s payment of _____ and agrees to reserve the date and time for the event as listed above. The payment is non-refundable.

Signature of AHS Representative Date

ATTACHMENT A
Standard Rules and Policies for a Non-Profit Meeting at River Farm
Headquarters of the American Horticultural Society

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 a retreat event are assured upon written contract and payment in full of the rental fee when the contract is signed.

3. Parking.

No parking is allowed on East Boulevard Drive. Parking areas are the paved lot and the right hand side of the circle.

4. Deliveries

All deliveries are to be made within the time frame of the event; scheduled by the Tenant. Equipment may be unloaded in the driveway along the side of the house. Upon completion of the delivery, trucks must be promptly removed to a designated parking space.

5. Second Floor Access.

No one is permitted on the second floor of the house.

6. Smoking.

Smoking is NOT permitted at River Farm.

7. Rental Supplies.

Tenants must provide serving personnel, food, beverage, linens, tableware, flowers, and tables and chairs as needed. These items are not furnished by AHS.

8. Arrival and Departure.

Tenant, attendees, and all Tenant contracted employees shall not arrive earlier than 8:30 am. Tenant, attendees, and all Tenant contracted employees must depart by 5:00 pm.

9. 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.**

10. 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.

11. 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.

- 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 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.**
- 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.

12. 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.**

13. 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.

14. 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.**

15. Hanging Decorations.

Use of nails, screws, or duct tape are not permitted on walls or painted surfaces.

16. Candles.

Only battery operated candles and battery operated votives are allowed at River Farm. Guests may not carry lighted candles or use sparklers.

17. Children.

Children must be under adult supervision at all times.

19. Street Signs.

No signs or decorations 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.