



Frequently Asked Questions for Carlyle House Rentals

Thank you for considering the Carlyle House for your event!

We invite you to walk around the grounds, visit the gazebo, stroll through the gardens and enjoy the view from the Magnolia Terrace.

How do I contact you?

You can reach us at 703-549-2997 or atracey@nvrpa.org.

What are your rental options?

Carlyle House offers outside rentals in our beautiful grounds and on the Magnolia Terrace. We offer a Ceremony/2-hr. Rental, an Event Rental (evenings only) or a Micro-Wedding (1hr) rental. Rentals include access to the tented Magnolia Terrace and restrooms in the Visitor Services (basement) level of the museum.

When are rentals available?

Rentals are available from late-March to early-November when the tent is in place on the Magnolia Terrace. Ceremony rentals are available during the winter months; however, there is no back-up space (i.e. – the tented Magnolia Terrace) in the event of inclement weather.

May I schedule a rental tour?

Prospective renters may arrange for a rental tour by calling the museum at 703-549-2997 and asking for Andrea Cochrane Tracey or emailing her at: atracey@nvrpa.org Tours must be scheduled in advance as there is no guarantee the Site Manager or another staff member is available for walk-in rental tours.

What is the booking process?

For **ceremony/2 hour rentals and Micro-wedding 1 hour rentals**, the entire amount, including tax and security deposit, is due at contract signing in order to secure the date. For an **event (evening) rental**, a deposit of half the base rental amount, plus tax, is necessary upon contract signing in order to secure the date. The remainder of the rental fee and security deposit are due no later than sixty (60) days prior to the rental.

What times do you rent?

The Carlyle House Historic Park is available for rental during the months of late-March through early-November. All events take place outdoors.

- **Ceremony/2 hour rentals** are possible seven days a week for a two-hour period at flexible times. One additional hour may be purchased for \$275 plus tax. This rental option provides you with exclusive access to either, the gardens and the Magnolia Terrace, OR the front lawn, depending upon the time of day.
- **Micro-Weddings/1 hour rentals** are available at flexible times, seven days a week. This rental option provides you with exclusive access to the gardens and the Magnolia Terrace. No chair rental is permitted with this rental option. Rental time must be agreed to at contract signing and the maximum number of people, including wedding party is 25.

- **Event (evening) rentals** take place from 4:30 pm to 11 pm, with the site cleaned up and everyone, including vendors off site by 12 am (midnight). If you wish to start prior to 4:30 pm, the hour between 3:30 and 4:30 may be purchased for an additional \$275 plus tax. Please note that these times include all set-up and clean-up. We do not offer event rentals prior to 3:30 pm.

What is your cancellation policy?

In the event that the Renter cancels the reservation 6 months or more prior to the rental date, the entire amount paid to Carlyle House, minus a \$250 administration fee, will be refunded to the Renter. In the event that the Renter cancels the reservation **within** 6 months of the rental date, all payments are forfeited with the exception of the security deposit (\$500). In the case of the latter circumstance, if the canceled rental date is rebooked by another party, the entire amount paid to Carlyle House, minus a \$250 administration fee, will be refunded to the Renter.

What is the security deposit?

The \$500 security deposit is fully refundable after the event as long as there are no contractual violations. The security deposit will be refunded to your credit card, unless a check issue is necessary, in which case a check will be mailed from NOVA Parks Headquarters. Please notify us of any address changes to ensure that you receive your refund. Otherwise you will incur a check-reissue fee.

What is included in the rental?

You have exclusive use of the grounds for the duration of the rental. You may have your ceremony and/or reception on the Magnolia Terrace, in the garden, or on the front lawn, depending upon the time of day and how it relates to the museum's open hours. You also have access to the restrooms in the Visitor Services (basement) level of the museum. Your rental includes use of the tent on the Magnolia Terrace, whether it is the back-up ceremony location for a garden wedding or the location for your evening event. The tent has sides that can be utilized if there is inclement weather. Evening event rentals have access to the small kitchen and additional spaces in the basement level, if necessary, as well as the option for tours during the first hour of the event.

Carlyle House does not provide equipment of any kind (tables, chairs, linens, etc.). We can suggest rental firms for these and other items. Carlyle House **does not** provide space for the bride or bridal party to dress for the wedding, indoor pre-ceremony waiting areas, or storage space for gifts.

What is allowed in the museum rooms?

During **event (evening) rentals**, the main floor of the house may be opened for one (1) hour for your guests to tour. Food, drinks, flowers, pictures or ceremonies are **not allowed** in the museum. **Ceremony-only rentals** do not include access to the museum rooms.

What is the maximum capacity?

The maximum capacity is 65 people for a event (evening) rental on the terrace; 100 people for a ceremony/2 hour rental and 25 people for a Micro-Wedding/1 hour rental. Please note that the only location that can accommodate 100 people comfortably for a ceremony is the front lawn.

Due to the ongoing pandemic, COVID requirements by the State of Virginia and/or NOVA Parks may dictate changes to these capacity numbers.

What are the catering options?

The purchase and serving of alcohol for all event (evening) rentals is exclusively handled by NOVA Parks' caterers, Great Blue Heron. For all alcohol-related questions, please contact:

Great Blue Heron Catering
703-255-3631 x104 or 703-359-4610 or gbhweddings@nvrpa.org

Carlyle House does not require the use of a specific caterer for food service. We require that your food caterer provides us with documentation of their insurance. They must also come for a site visit/caterer's tour prior to the event if they have not worked here previously. We are happy to provide a list of caterers that have worked successfully with the site. For **ceremony/2 hour rentals**, no food or beverages are allowed except for bottled water. Carlyle House does not provide coolers, refrigeration or tables for this purpose.

Are there any restrictions on music?

Amplified music is **not** allowed, except for ceremony music. We do have a list of acoustical musicians that have successfully worked here. **No DJs are allowed**. However, small Bluetooth speakers are permitted. Any variation of amplified instruments/sound must be approved in advance by the Site Manager.

What activities are allowed in the garden?

Food and drink are allowed in the garden for **event (evening) rentals**. Wedding ceremonies for either type of rental are also permitted in the garden. Please note that the garden has no electricity.

What are our parking options?

Carlyle House does not have dedicated parking facilities. Please note that there are **no parking facilities available onsite** at the Carlyle House Historic Park. Renters are strongly encouraged to obtain a dedicated parking permit through the City of Alexandria.

Reserving parking spaces on N. Fairfax Street in front of Carlyle House facilitates drop-off and pick-up of equipment, provides a place for catering vehicle to park as well as parking for some members of the bridal party. When reserving the time, the Renter is encouraged to allow for set-up and break-down times, in other words, the entire rental period.

Please visit the City of Alexandria website for information about how to obtain a permit:
<https://www.alexandriava.gov/tes/info/default.aspx?id=3458>

There are two parking garages within walking distance from Carlyle House Historic Park. Republic Parking (Market Square Parking Garage), across North Fairfax Street from Carlyle House and Colonial Parking garage in the 100 block of N. Union Street.



PRICE LIST FOR CARLYLE HOUSE RENTALS 2021

Reception Prices, Friday-Sunday, in jurisdiction

\$2,400 + Tax (\$144) = \$2,544 + \$500 Sec. Deposit (Refundable)
½ (\$1,272) is due at contract signing

Reception Prices, Friday-Sunday, outside jurisdiction

\$3,000 + Tax (\$180) = \$3,180 + \$500 Sec. Deposit (Refundable)
½ (\$1,590) is due at contract signing

Reception Prices, Monday-Thursday, in jurisdiction

\$1,800 + Tax (\$108) = \$1,908 + \$500 Sec. Deposit (Refundable)
½ (\$954) is due at contract signing

Reception Prices, Monday-Thursday, outside jurisdiction

\$2,200 + Tax (\$132) = \$2332 + \$500 Sec. Deposit (Refundable)
½ (\$1,166) is due at contract signing



Ceremony-Only Prices (2 hour rental), in jurisdiction

\$800 + Tax (\$48) = \$795 + \$500 Sec. Deposit (Refundable)
Full payment is due at contract signing

Ceremony-Only Prices (2 hour rental), outside jurisdiction

\$900 + Tax (\$54) = \$954 + \$500 Sec. Deposit (Refundable)
Full payment is due at contract signing

Extra Hours

\$275 per hour + tax (\$16.50) = \$291.50

In jurisdiction includes:

- City of Alexandria,
- Arlington County,
- City of Fairfax,
- Fairfax County,
- Falls Church,
- Loudoun County.

