

# Frequently Asked Questions for Carlyle House Rentals

*Thank you for considering Carlyle House for your event!*

## ***How do I contact you?***

You can reach us at 703-549-2997 or [CarlyleRentals@nvrpa.org](mailto:CarlyleRentals@nvrpa.org)

## ***What are your rental options?***

Carlyle House offers outdoor rentals in our beautiful grounds and on our Magnolia Terrace. We offer ceremony-only rentals, event rentals, and ceremony + reception rentals (evenings only 4:30pm- 10:30pm). All rentals include access to the Garden, tented Magnolia Terrace, and restrooms in the Visitor Services (basement) level of the museum.

## ***When are rentals available?***

Rentals are available from April through October, when the tent is in place on the Magnolia Terrace. Ceremony rentals are available during the winter months; however, there is no covered back-up space in the event of inclement weather. Due to regular annual events, British flags are displayed on the front of the house in March or April and black drapery is displayed in October (see image on page 3).

## ***May I schedule a rental tour?***

Prospective renters may arrange for a rental tour by calling the museum at 703-549-2997 or emailing [CarlyleRentals@nvrpa.org](mailto:CarlyleRentals@nvrpa.org). Tours must be scheduled in advance as there is no guarantee the staff is available for walk-in rental tours.

## ***What is the booking process?***

Once you choose Carlyle House as your venue, you will sign the contract, which will then be countersigned by a Carlyle House Staff member. For **ceremony-only and event rentals**, the entire amount, including tax and security deposit, is due at contract signing in order to secure the date. For **ceremony + reception rentals**, 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 (\$500) are due no later than sixty (60) days prior to the rental. Carlyle House accepts checks and all major credit cards.

## ***What times do you rent?***

- **Ceremony/2 hour rentals** are available at flexible times, seven days a week. One additional hour may be purchased, for a total of 3 hours. This rental option provides you with exclusive access to the gardens and the Magnolia Terrace. The front lawn may also be used if your rental is outside of normal museum operation hours. Everything, including set up and tear down, must happen during the rental period.
- **Event rentals** are available at flexible times, seven days a week, and are a minimum of 4 hours. Seating rental and catering may be hired for this type of rental. This rental option provides you with exclusive access to the gardens and the Magnolia Terrace. All set up and tear down must happen during the rental period. **Event rentals may not be used for wedding receptions.**
- **Ceremony + Reception rentals** take place from 4:30 pm to 10:30 pm, with the site fully cleaned and everyone, including vendors, off site by 11:30 pm. One additional hour, 3:40-4:30pm, can be purchased for \$275 + tax. Extra time after 11:30 cannot be purchased. Please note that these times include all set-up and clean-up. We do not offer ceremony + reception rentals prior to 3:30 pm.
  - **A day-of coordinator must be hired for all reception rentals.**

### ***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 and will be returned within 30 days after the event. If the initial payment is made with a credit card, the security deposit will be refunded to that card. If the initial payment is made with a check, the security deposit check will be mailed from NOVA Parks to the address on file. 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?***

For ceremony-only rentals, you and your guests have exclusive use of the garden and Magnolia Terrace for the duration of the rental. The front lawn may be used for ceremonies outside of normal museum operating hours. You and your guests will also have access to the restrooms in the Visitor Services level of the museum, though they **cannot be used** as getting ready space or dressing rooms. If your rental is between April and October, your rental includes use of the tent on the Magnolia Terrace, as the back-up ceremony location for a garden wedding or a reception 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 some additional space in the basement level, for some minimal catering storage. No cooking or serving should be done from inside the museum. If applicable, catering will be set up on the south side of the house.

- Carlyle House **does not** provide equipment of any kind (tables, chairs, linens, extension cords, etc.). We can suggest rental vendors 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.
- We can also provide suggestions for local restaurants as reception locations.

### ***What is allowed in the museum rooms?***

During ceremony + reception rentals only, the main floor of the house may be opened for one (1) hour for your guests to tour. Food, drinks, flowers, photography, and ceremonies are **not allowed** inside the museum. Ceremony-only rentals do not include access to the museum rooms.

### ***What is the maximum capacity for a ceremony only?***

**2-hour ceremony rentals**, can host up to 65 in the garden, up to 80 seated on the terrace, and up to 100 on the front lawn.

### ***What is the maximum capacity for an event or ceremony + reception rental?***

The maximum capacity is 75 people for a seated reception, or up to 100 for a cocktail hour style, standing only reception. Please note that the only location that can accommodate more than 75 people for a ceremony is the front lawn.

### ***What are the catering options?***

**Alcohol:** The purchase and serving of alcohol for all evening event rentals is **exclusively handled by NOVA Parks' caterers, Great Blue Heron**. For all alcohol-related questions, please contact GBH and CC the Atrium on emails:

- Great Blue Heron Catering Department: gbhweddings@nvrpa.org | 703.255.3631, ext. 107
- Atrium Rental Office: atrium@nvrpa.org | 703.255.3631, ext. 105

**Food Service:** Carlyle House does not require the use of a specific caterer for food service. We do 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 in the 12 months prior to the event. We are happy to provide a list of caterers who have worked with us in the past.

For **ceremony only rentals**, no food or beverages are allowed except for bottled/ canned/ boxed water. Carlyle House does not provide coolers, refrigeration, tables, or trash cans for this purpose, and all trash must be removed from the premises by the renter or their representative.

***Are there any restrictions on music?***

Acoustic music such as string quartets or acoustic guitar musicians are encouraged. Amplified music is **highly restricted** as we are located in a residential area of Old Town Alexandria. No DJs or singers with microphones are allowed. We have a list of acoustic musicians that have successfully worked here. Small portable speakers, such as Bluetooth speakers, are permitted. Any variation of amplified instruments/ sound must be approved in advance by the Site Manager or staff representative.

***What activities are allowed in the garden?***

Wedding ceremonies and photography are permitted in the garden. Food and drink are allowed in the garden for **event rentals and ceremony+ reception rentals only**. Please note that the garden has no electricity, limited lighting, and we do not provide any equipment such as extension cords.

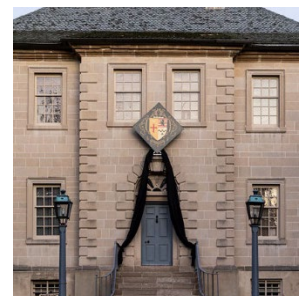
***What are our parking options?***

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 may obtain a dedicated parking permit for the street in front of the house 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 must 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 reserve street parking:  
<https://www.alexandriava.gov/tes/info/default.aspx?id=3458>

There are two parking garages a short distance of 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.

Please note that there is a black drapery on the front of the house throughout October that cannot be removed.  
See photo right.





## **CARLYLE HOUSE RENTALS**

**(Booked after July 1<sup>st</sup>, 2023)**

### **Reception, Friday-Sunday, in jurisdiction**

\$2,520 + Tax (\$151.20) = \$2,671.20 + \$500 Sec. Deposit (Refundable)  
½ (\$1335.60) is due at contract signing

### **Reception, Friday-Sunday, outside jurisdiction**

\$3150 + Tax (\$189) = \$3339 + \$500 Sec. Deposit (Refundable)  
½ (\$1669.50) is due at contract signing

### **Reception, Monday-Thursday, in jurisdiction**

\$1890 + Tax (\$113.40) = \$2003.40 + \$500 Sec. Deposit (Refundable)  
½ (\$1001.70) is due at contract signing

### **Reception, Monday-Thursday, outside jurisdiction**

\$2310 + Tax (\$138.60) = \$2448.60 + \$500 Sec. Deposit (Refundable)  
½ (\$1224.3) is due at contract signing



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

\$840 + Tax (\$50.40) = \$890.40 + \$500 Sec. Deposit (Refundable)  
Full payment is due at contract signing

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

\$945 + Tax (\$56.70) = \$1001.70 + \$500 Sec. Deposit (Refundable)  
Full payment is due at contract signing



### **Event Rental Prices (4 hour rental minimum), in jurisdiction**

\$1440 + Tax (\$86.40) = \$1526.40 + \$500 Sec. Deposit (Refundable)  
Full payment is due at contract signing

### **Event Rental Prices (4 hour rental minimum), outside jurisdiction**

\$1545 + Tax (\$92.70) = \$1637.70 + \$500 Sec. Deposit (Refundable)  
Full payment is due at contract signing

### **Extra Hours**

\$300 per hour + tax (\$18) = \$318

In jurisdiction includes: City of Alexandria, Arlington County, City of Fairfax, Fairfax County,  
Falls Church, Loudoun County

