



Frequently Asked Questions for Carlyle House Rentals

What is the booking process?

Prospective renters may visit for a rental tour. For a **reception rental**, a deposit of half the base rental amount, plus tax, is necessary to hold the date. The remainder of the rental fee and security deposit will be due no later than sixty (60) days prior to the rental. For **ceremony-only rentals**, the entire amount, including tax and security deposit, is due at contract signing.

When do you rent?

The Carlyle House Magnolia Terrace, lawn, and gardens are available for rental during the months of April through October. All events take place outdoors. For **reception rentals** the site is available 7 days a week from 4:30 pm to midnight. If you wish to start prior to 4:30 pm, the hour between 3:30 and 4:30 may be purchased for \$250 plus tax. Please note that these times include all set-up and clean-up. Carlyle House is available for **ceremony-only rentals** 7 days a week for a two-hour block of time. One additional hour may be purchased for \$250 plus tax, *with payment made in advance*.

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 deposit is refundable, less a \$250 administrative fee. 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, all payments will be refunded, less a \$250 administrative fee.

What is the security deposit?

The security deposit is \$500 and is fully refundable after the event if there are no contractual violations. The security deposit will be returned to you via mail in a check from the Northern Virginia Regional Park Authority. It is important you 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 **reception rentals**, you have exclusive use of the grounds for the duration of the rental. You may have your ceremony on the Magnolia Terrace, in the garden, or on the front lawn. If you desire, the main floor of the house will be open for tours during the first hour of the reception. The reception itself will take place on our Magnolia Terrace which has electrical power and is tented from April through October. The tent has sides that can be used in inclement weather. The standard rental period begins at 4:30 pm. You may begin at 3:30 pm if you rent an extra hour, as noted above. Your caterer and other vendors are not permitted to arrive on site prior to the contracted start time. All trash and other items that are used for the event must be removed by midnight of the rental for a reception rental, or at the conclusion of the ceremony-only two-hour block of time.

Carlyle House does not provide tables or chairs. We can recommend 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. As noted above, **ceremony-only rentals** may begin at various times.

What is allowed in the museum rooms?

During **reception rentals**, the main floor of the house is open the first hour for your guests to tour. Restrooms are available for the entire rental period. Food, drinks, flowers, pictures or ceremonies are **not allowed** in the house. **Ceremony-only rentals do not** include use of the museum rooms, just the restrooms.

What is the maximum capacity?

The maximum capacity is 75 people for a reception and 100 people for a ceremony-only rental.

What are the catering options?

The purchase and serving of alcohol for all **reception rentals** is exclusively handled by NVRPA's catering company, Great Blue Heron. For all alcohol-related questions, please contact:

Great Blue Heron Catering
Northern Virginia Regional Park Authority
5400 Ox Road, Fairfax Station, VA 22039
703/255-6092 x104 or atriumevents@NVRPA.org

Carlyle House does not require the use of a specific caterer for food service. We do require that the caterer you use provide 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 will provide a list of caterers that have worked here in the past. For **ceremony-only rentals** no food or beverages are allowed except for bottled water. We strongly recommend bringing bottled water for guests in the hot summer months. Carlyle House does not provide coolers, refrigeration or tables for this purpose.

Are there any restrictions on music?

Amplified music is **not** allowed. We do have a list of acoustical musicians that have worked here. No DJs or singers with microphone are allowed. However, iPod or iPad docking stations are acceptable.

What activities are allowed in the garden?

Food and drink are allowed in the garden for **reception 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. However, there are two parking garages within walking distance, one across the street from the entrance on North Fairfax Street, and one directly behind the house on North Lee Street. There is **one** parking space adjacent to the house for the caterer's use.

When are your rental tours?

Rental tours are by appointment only and can be scheduled Tuesday-Saturday, 10 am to 4 pm and Sunday 12 – 4pm. Please call 703 / 549-2997 or e-mail carlylerentals@nvrpa.org to schedule your tour. Weekdays are the best days for rental tours.

How do I contact you?

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

PRICE LIST FOR ALL RENTALS 2016

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, in jurisdiction

\$750 + Tax (\$45) = \$795 + \$500 Sec. Deposit (Refundable)
Full payment is due at contract signing

Ceremony-Only Prices, outside jurisdiction

\$850 + Tax (\$51) = \$901 + \$500 Sec. Deposit (Refundable)
Full payment is due at contract signing

Extra Hours

\$250 per hour + tax (\$15) = \$265

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

NVRPA Alcohol Policy

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