



Frequently Asked Questions for Carlyle House Rentals

Thank you for your interest in Carlyle House.

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 carlyle@nvrpa.org.

What is the booking process?

Prospective renters may want 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 are 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 site is available for rental from April through October. All events take place outdoors. **Reception rentals** take place 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 an additional \$250 plus tax. Please note that these times include all set-up and clean-up. We do not offer receptions prior to 3:30. Carlyle House is available for **ceremony-only rentals** 7 days a week for a two-hour period at flexible times. One additional hour may be purchased for \$250 plus tax.

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 by another party, all payments will be refunded, less a \$250 administrative fee.

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 check will be mailed from NOVA Parks. 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 on the Magnolia Terrace, in the garden, or on the front lawn. For **reception rentals**, the main floor of the museum can be open for tours during the first hour of the reception. The reception itself normally takes 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 reception 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. As noted above, **ceremony-only rentals** may begin at various times.

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.

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. Food, drinks, flowers, pictures or ceremonies are **not allowed** in the house. **Ceremony-only rentals** do not include use of the museum rooms.

What is the maximum capacity?

The maximum capacity is 75 people for a seated 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 NOVA Parks' caterers, Great Blue Heron. For all alcohol-related questions, please contact:

Great Blue Heron Catering
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 year. For **ceremony-only 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. 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 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. A special permit can be obtained from City of Alexandria for a dedicated parking space in front of the museum for \$35. Please visit this website for information:
<https://www.alexandriava.gov/tes/info/default.aspx?id=3458>

When are your rental tours?

Rental tours are by appointment only. Please email carlyle@nvrpa.org to schedule a tour.

PRICE LIST FOR ALL RENTALS 2017

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) = \$2,332 + \$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)