Imagine your wedding at beautiful Belle Grove Plantation

Belle Grove Plantation is a National Historic Landmark and Historic House Museum located in Middletown, Virginia in the northern Shenandoah Valley. Its Manor House was built between 1794 and 1797 for gracious entertaining and family life by Isaac Hite, Jr. and his wife, Nelly Madison Hite.

For more than 200 years, Belle Grove has been the site of countless celebrations, including the early 19th century weddings of all six of the Hite family’s daughters. We invite you to become a part of this time-honored tradition by celebrating your wedding or hosting your special event at this beautiful 18th century plantation that includes lovely lawns and gardens and sweeping mountain views.

All prospective renters are required to visit Belle Grove Plantation for a complete walk-through of the property before signing a rental contract. This will give you an opportunity to see the variety of options first-hand and allows Belle Grove staff to explain what is expected of renters. Upon signing a contract, renters are required to again meet with Belle Grove staff along with the approved caterers, vendors, minister, and other key parties to the wedding to review policies and procedures relative to the use of Belle Grove Plantation. Renters are asked to be sensitive to the historic nature of the spaces they are using, and behavior should be appropriate for such a setting. During any function, renters and their guests must be aware they are using a museum space that is fragile and irreplaceable. For more information and to set up an appointment please call Belle Grove at 540-869-2028 or email info@bellegrove.org. We look forward to hearing from you!

Frequently Asked Questions

How many people can you accommodate for a wedding ceremony and reception?
We can accommodate up to 40 people total in the Manor House for a wedding ceremony and reception. Ceremonies and receptions for over 40 people cannot be held in the Manor House. The maximum capacity for the Beverley B. Shoemaker Welcome Center (in the restored 1918 Barn) is 120 for a seated meal, 150 for a standing reception, and 150 for a ceremony. The maximum capacity for an outdoor wedding and tented reception is 150.

How many hours does my rental include?
Weddings and reception rentals are typically four or five hours and include one to two hours of time for the wedding party to arrive in advance on the event and one hour to clean up. We do allow some set up the day before. Additional hours may be added for an additional cost.

What’s included in the rental fee?
Use of the Manor House, Welcome Center, and basic tenting and furniture required for events are included in the rental fee (see attached price list). Additional or specialized items may be added at the renter’s expense. No linens, decorative items, catering or coordinating services, including set up and clean up, are included.

How do I reserve my wedding or special event date?
In order to reserve your date Belle Grove Plantation requires $250 non-refundable deposit along with a signed contract. This deposit goes towards your final price. For date availability please e-mail info@bellegrove.org.

May we bring outside vendors and caterers?
We welcome you to bring outside caterers and vendors. All we ask is they visit Belle Grove prior to your event. Belle Grove also has a list of preferred providers who know the site well and offer competitive pricing for our guests.
Wedding Options and Rates:

**Wedding Ceremony and Reception in the Manor House**
- Includes one-hour wedding rehearsal the evening before the event, access to the house two hours before the event, and five hours for the event, one hour clean up after the event.
- 40 ceremony chairs, reception tables and chairs
- Private rooms for the bride, groom, and their attendants available two hours prior to the event
- Maximum number of guests: 40. This includes bride and groom, and wedding party
- $2,000 (plus 10% refundable deposit)

**Wedding Ceremony on the Grounds or in the Beverley B. Shoemaker Welcome Center**
- Includes one-hour wedding rehearsal the evening before the event, access to the house two hours before the event, and two hours for the event, one hour clean up after the event.
- 150 white chairs provided
- Beverley B. Shoemaker Welcome Center available as a ceremony location (accommodates 150)
- Private rooms for the bride, groom and their attendants available two hours prior to the event
- Maximum number of guests: 150. This includes bride and groom, and wedding party
- $1,500 (plus 10% refundable deposit)

**Wedding Reception or Party in the Beverley B. Shoemaker Welcome Center**
- Includes access to the facility two hours before the event, and three hours for the event, one hour clean up after the event.
- 150 white chairs, 14 60” round tables, and 8 72” long tables provided for use.
- Maximum number of guests: 150. Accommodations for 120 for a seated meal.
- $2,300 (plus 10% refundable deposit)

**Wedding Ceremony and Reception in the Beverley B. Shoemaker Welcome Center**
- Includes one-hour wedding rehearsal the evening before the event, access to the house two hours before the event, and five hours for the event, one hour clean up after the event.
- 100 outdoor chairs for ceremony and use of the Welcome Center as a rain location for ceremony and for the reception, which includes white chairs, 60” round tables and 72” long tables
- Private rooms for the bride, groom and their attendants available two hours prior to the event
- Maximum number of guests: 100. This includes bride and groom, and wedding party
- $3,500 (plus 10% refundable deposit)
This package does not include a tent. Arrangements can be made to rent one but at the renter’s expense.

**Wedding Ceremony and Tented Reception on the Grounds**
- Includes one-hour wedding rehearsal the evening before the event, access to the house two hours before the event, and five hours for the event, one hour clean up after the event.
- 40’ x 80’ white tent, nineteen 60” tables and 300 chairs for ceremony and reception
- Welcome Center available as a ceremony rain location, cocktail hour location or after dinner dancing (accommodates 150 standing reception or 100 seated)
- Private rooms for the bride, groom and their attendants available two hours prior to the event
- Maximum number of guests: 150. This includes bride and groom, and wedding party.
- $5,500 (plus 10% refundable deposit)

Additional packages are available upon request.
Thank you for considering Belle Grove for your event. We have listed Saturdays as they are the most popular for weddings. Fridays and Sundays may also be available but there are no discounts for selecting another day of the week.

**Available Dates**

**May 2021**
- Saturday, May 1-Ceremony only
- Saturday, May 15
- Saturday, May 22

**June 2021**
- Saturday, June 12
- Saturday, June 26

**July 2021**
- Saturday, July 3
- Saturday, July 10
- Saturday, July 17

**August 2021**
- Saturday, August 7
- Saturday, August 14
- Saturday, August 21

**September 2021**
- Saturday, September 4

**October 2021**
- Saturday, October 2-Reception only
Example seating plan for Beverley B. Shoemaker Welcome Center

Rental includes use of:
- 150 white, wooden folding chairs
- 14 60" inch round tables (fits 8 chairs)
- 8 72" inch rectangular tables
- Catering kitchen that includes refrigerator, freezer, warming box, three compartment sink, prep area, pass through window, handwashing sink and closet for personal items.
Belle Grove Plantation
List of Suppliers

This list is a guide to help you in planning your event at Belle Grove. If you have someone you would like to use, please let us know. We will be happy to accommodate them and provide them with a set of rules and regulations for the use of the property.

CATERERS
Caterers must hold food service operations permit from the Virginia Dept. of Health:
- Monks BBQ
  Purcellville, VA
  (540) 751-9425
  www.MonksQ.com
- Six Star Events
  Winchester VA
  (540) 773-3306
  www.sixstareventsslc.com
- Downtown Catering Company
  Front Royal VA
  (540) 622-2252
  www.downtowncateringco.com
- Element
  Front Royal VA
  (540) 636-1695
  www.Elementonmain.com
*More Available upon Request

EVENT PLANNING
- Michelle’s Main Event
  Winchester, VA
  (540) 539-8483
  michellesmainevent.com
- Special Occasions Entertainment
  (540) 869-5103
  www.specialoccasionsdj.com
- Vicky Lee Piano & Celtic Harp
  Winchester, VA
  (434) 234-8094
  v.leezy@gmail.com
*More Available upon Request

MUSIC
- Allen Dec Harpist
  Middletown, VA
  (540) 869-8090
  harperagdec@gmail.com
- The DJ Connection
  Front Royal, VA
  (540) 635-3503
  thedjconnection.com
- Arielle Sukhram Pianist
  (540) 325-7416
  joyofpiano@yahoo.com
- Robert Mitchell Bagpiper
  Germantown, MD
  (301) 972-2106
  thereelpiper.com
*More Available upon Request

FLORISTS
- Lush and Local:
  The Flower Ladies
  Strasburg, VA
  (703) 369-0965
  https://lushandlocalflowers.com/
- Samantha M. Greenfield Designs
  in Floral Artistry
  Toms Brook, VA
  (540) 335-0095
  www.samanthagreenfield.com
- Love Flowers Shenandoah
  Heather Merchant
  (540) 551-5084
  loveflowers.us
*More Available upon Request

VIDEOGRAPHERS
- JR Murray Productions
  Shenandoah Valley
  www.jrmurrayproductions.com
- An Affair to Remember
  Winchester, VA
  (540) 667-6220
  anaffairtoremembervideo.com

PHOTOGRAPHERS
- Franzi Lee Photography
  Franzi Curry
  (540) 305-9409
  franzileephotography@gmail.com
- Robert Godlove Photographer
  (540) 335-8273
  robertgodlove@rocketmail.com
- Chelsea Felty Photography
  (540) 336-9763
  www.chelseafeltlyphotography.com
- Kristen Lynne Photography
  Warrenton, VA
  (540) 272-7309
  kristenlynne.com
- Katherine Roper Photography
  Winchester, VA
  540-905-9769
  info@katherineroper.com
  www.katherineroper.com
- Scott Turnmeyer Photography
  scott@turnmeyer.com
  www.turnmeyer.com

ATTIRE
- The Valley Bride
  Morgan Beachler
  info@thevalleybride.com
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List of Suppliers

This list is a guide to help you in planning your event at Belle Grove. If you have someone you would like to use, please let us know. We will be happy to accommodate them and provide them with a set of rules and regulations for the use of the property.

CAKES
Tiers in Heaven
Jennifer Frey
jennifer@tiersinheaven.com

The Lucky Cakery
Kimberly Worthington
Stephens City, VA
(540) 931-8473
theluckycakery@comcast.net

The Sweet Tooth Bakery
Winchester, VA
(540) 667-6155
sweettoothbakeryva.com

TRANSPORTATION
Classy Cowboy Chauffer
Gary Clark
Winchester, VA
(540) 773-4660
Classycowboychauffer@gmail.com

Shenandoah Carriage Company
Linda Winder
(540) 635-7745
www.shenandoahcarriage.net

RENTALS
Grand Rental Station
Winchester, VA
(540) 667-1400
grandrentalwinchesterva.com

Delightfully Yours
Winchester, VA
(540) 327-2233 (Elaine)
(540) 664-4181 (Bridget)
Elaine.wilson127@gmail.com
On behalf of __________________ for __________________,

Belle Grove, Inc., which operates Belle Grove Plantation, a property of the National Trust for Historic Preservation, has reserved Belle Grove Plantation on DATE from TIME. This time includes two (2) hours for set up, five (5) hours for the event, and one (1) hour for clean up. Belle Grove Plantation will provide a maximum of fourteen (14) 60" round tables, eight (8) 6' long tables, 150 white wooden folding chairs (to be used in the Welcome Center only), and 120 white vinyl folding chairs (for ceremony). For additional rental information see attached statement. The barn is available for set up Saturday, October 24, 2020 from 9 a.m. to 4 p.m.

Your reservation will be confirmed upon receipt of the duplicate copy of this letter of agreement signed by you. The total rental price is $________ which includes $______ (10%) as a refundable deposit. Events that run past the arranged time and do not leave the property as it was found risk forfeiting this deposit. If the event goes as planned, Belle Grove will refund this amount with in a week.

With the signing of this contract you are required to pay a $250.00 nonrefundable deposit to reserve your chosen date. Please return the signed contract within 14 days of the date above. If a cancellation must be made 30 days prior to the event, please notify Belle Grove in writing as soon as possible, however, the deposit will be kept. If it is cancelled in less than 30 days any additional payments that have been made will also be kept.

Half of the rental fee is due on DATE 60 days prior to the event. The balance of the rental fee is due on DATE 30 days prior to the event.

In requesting the use of the Belle Grove site, you agree to assume full financial liability and responsibility for any damage to or loss of objects or property belonging to or rented by the National Trust for Historic Preservation, hereafter called NTHP, or Belle Grove, Inc., or for any claims of personal injury or property damage incurred during or as a result of such use. Therefore, it is necessary for you to furnish Belle Grove with a Certificate of Insurance by DATE showing that you have personal liability coverage of $1,000,000 per occurrence, stating Belle Grove Plantation and the National Trust for Historic Preservation as additional insured parties.

You also agree to abide by the procedures governing special use of the property as listed in the attached Policy Statement. This agreement may be cancelled without penalty by Belle Grove, Inc., or the NTHP, if in the opinion of the property director any portion of the property necessary to the intended use has become unsafe or unsuitable for such use. In such an eventuality, the proposed event may be rescheduled for a date mutually acceptable to Belle Grove Inc., and to you. If rescheduling is not feasible, the use deposit will be refunded.

Please be advised that there is another business named Belle Grove Plantation in King George, Virginia. It is your responsibility to ensure that your vendors and guests have correct directions to our site.

If the foregoing correctly states your understanding of our agreement, please sign and return the attached copy of this letter at your earliest convenience. If we do not hear from you within two weeks after the date of this letter, your reservation will automatically be cancelled.

Thank you for your interest in Belle Grove Plantation. If you have any questions, please do not hesitate to call me at 540-869-2028.

Sincerely,

Kristen Laise
Executive Director

For the Renting Party

Signature
Date

Signature
Date

______________ Initials
RESPONSIBLE PARTY INFORMATION

Name: __________________________________________________________
Address: ________________________________________________________
________________________________________________________
Phone: __________________________________________________________________
Email: __________________________________________________________

ADDITIONAL RENTALS INFORMATION

Belle Grove Plantation will provide 60” round tables, 6’ long tables and white vinyl and white wooden chairs to accommodate an event with 100 people, or these items plus a 40x80 tent for weddings with more than 100 people. These numbers include the bridal party and the guests. For ceremony only rentals, only white vinyl chairs are provided. Any additional rentals or upgrades wanted by the renting party can be rented through Belle Grove but will be billed back to the renter. This includes:

• Linens
• Additional chairs
• Additional tables
• Dance floor
• Dishes and flatware
• Fans or heaters (in tent only)

The renting party can provide their own additional items. A list of suppliers is provided to the renters but are not required to use any vendors on the list. Belle Grove will need to be notified which vendors will be used.

Event set up is the responsibility of the renters including table and chair set up and break down after the event. Arrangements can be made to come back and complete clean up the next day, but all trash and valuables must be removed from the property, including the Manor House, the night of the event. Upon request, set up can be done the day before the event during business hours.

SPECIAL USE OF BELLE GROVE POLICY AND PROCEDURES

Belle Grove Plantation is owned by the NTHP and operated by Belle Grove, Inc. The Manor House was built in 1797 by Isaac Hite, Jr., the grandson of the first recorded settler in the Shenandoah Valley. The first floor of the house and the downstairs winter kitchen are open to the public on a regular basis. The Museum Shop is open concurrently with the Manor House. The Manor House and Shop will close to the public at the start of your rental time. The Manor House can be open for wedding guests after the ceremony at the request of the renter.

It is the policy of the NTHP and Belle Grove, Inc., to permit individuals and organizations to use the property for functions and meetings in order to facilitate public participation in historic preservation and to advance the interests of Belle Grove, Inc. through increased public support. Renters should be aware of the nature of the spaces they are using, and behavior should be appropriate for such a setting. When a historic property is used during a function, renters and their guests must be aware they are using space which is fragile and irreplaceable and contains museum collections. Renters and their guests must also be aware of their own personal safety when on-site; the lawns, floors, brick walkways, and gravel paths can be uneven. When setting up for an event, the renter and their vendors may need to make adjustments to minimize hazards.

Additionally, the NTHP request that the following statement be included in any invitation or written material this rent, “Belle Grove is a property of the National Trust for Historic Preservation”.

Permitted Uses
Any use of Belle Grove shall:
• Be consistent with the preservation of the building, the museum collection, and the property.
• Not detract from the public image of the NTHP or Belle Grove, Inc.
• Respect local laws and the physical and logistical limitations of the property.
• Be scheduled to be consistent with other special events, staffing requirements and limitations.
• Not constitute an endorsement of any group, its activities or its products.

Commercial and publicity photography, films, and television may be permitted when it is dignified and compatible with the character of the property and NTHP and Belle Grove, Inc. programs. Specific approval is required in each instance and fees will be charged. Personal wedding photography is permitted both inside and outside the Manor House.

Prohibited Uses

• Decorations, including decorative lighting, may not be attached to any part of the Manor House or Barn, except where a hook or other hanging device is already installed for that purpose.
• Food and beverages are permitted in the dining room and lower level, but not in other museum areas of the Manor House.
• Live flowers are permitted. For use in the Manor House, the approval of Executive Director is needed. Flower arrangements must have plates beneath them to protect all indoor surfaces. Dried flower arrangements may also be used.
• Candles or any open flame are not permitted in the Manor House or Barn at any time.
• Smoking of any kind, including cigarettes, cigars, and pipes in the Manor House, Barn, and around outbuildings is prohibited. A smoking area will be designated by Belle Grove staff.
• Fireworks, Chinese lanterns, or other items that are ignited are prohibited. Sparklers with sand or water buckets to extinguish them may be permitted with prior approval by the Executive Director.
• Dancing and amplified music are not permitted in the upstairs of the Manor House.
• The throwing of rice or confetti is not permitted in the Manor House or the front or back steps. Birdseed, flower petals, or bubbles may be used outside of the Manor House.
• The Manor House is typically open to visitors until 4:00 p.m., Monday - Saturday, and 5:00 p.m. on Sundays. Renters, their caterers, musicians or other sub contractors will respect guides and visitors during touring hours.
• Arrangements must be made in advance of scheduled event for any photography. No photographers will be allowed in Manor House during touring hours (see above). The use of drones is also not permitted.
• If the staff member on duty believes the continuation of the event has the potential to damage or harm the historic collections or buildings at Belle Grove, including the lawn, the staff person has the authority in his/her sole discretion to terminate the event or take other action. The deposit or a fraction there of will not be returned if there are damages, rental time goes over or there are other disturbances.

INSTRUCTIONS FOR CATERERS AT BELLE GROVE PLANTATION

1. The caterer shall provide, upon instructions by the renting party all personnel, food, drinks, linens, tableware, tables and chairs needed, and all other equipment. Use of Belle Grove supplies is prohibited.

2. Caterers should hold the appropriate licensing from the Virginia Department of Alcoholic Beverage Control and the renting party is responsible for obtaining a Virginia ABC banquet/special event license.

3. A supervisor from the catering firm must remain with the other personnel throughout the function, including set-up, take-down and clean-up. The supervisor should make him/herself known to the Belle Grove staff upon arrival.

4. Caterers shall make deliveries on driveway around barn and to the tent. Caterers should exercise extreme caution when arriving and unloading as there may be visitors still on the property using walks and driveway.

5. Vehicles not being directly used for service must be parked in barnyard with staff and vendor cars.

6. Furnishings or objects belonging to Belle Grove may be moved only by Belle Grove staff.

__________Initials
7. For functions in the Manor House, care must be taken to protect the floor and carpeting from water and other damage. Waterproof matting supplied by the caterer, or the renting party, must cover the area behind the bar. Ice must be in a solid waterproof container (not just a plastic bag) that will not damage the carpet or flooring. Care should be taken that the floors are not scratched by the moving of tables or other catering equipment or by any other means.

8. Candles are permitted in the tent only with the prior approval of the Executive Director.

9. Caterers are to remove everything they bring onto the Belle Grove grounds including trash, debris, empty bottles, and unused ice. It is the responsibility of the rental party to make sure this is done.

10. Unless prior permission is granted, all materials and equipment must be removed the same day.

11. At the conclusion of the function, the entire property, including the Manor House rooms visited and Barn are to be left in the same condition as found. Clean-up is the responsibility of the renting party. Caterers must provide their own cleaning equipment, including brooms.

12. If the trash created by the event cannot fit in the dumpster with the lid closed, it must be removed from the site or the penalty from the trash removal service will be passed on to the renter.

13. Cost of repairing any damage attributed to the caterer or replacing lost equipment will be billed to the contracting party.

14. If the staff member on duty believes the continuation of the event has the potential to damage or harm the historic collections or buildings at Belle Grove, including the lawn, the staff person has the authority in his/her sole discretion to close the bar or to terminate the event.

15. Caterers will be shown which rooms may be used as changing areas.

**STATEMENT TO MUSICIANS AT BELLE GROVE PLANTATION**

It is the policy of the National Trust for Historic Preservation and Belle Grove, Inc., to permit individuals and organizations to use Trust properties for functions and meetings in order to facilitate public participation in historic preservation and to advance the interests of Belle Grove, Inc., through increased public support. Renters and their musicians should be aware of the historic environment they are using, and behavior should be appropriate for such settings. When the museum is used during a function, renters and their musicians must be aware they are using museum space which is fragile and irreplaceable.

Musicians may enter through the parking lot, around the barn and into the grassy area where the tent is located. Cars, vans, etc., must then be unloaded and vehicles parked in the barnyard with staff and caterers’ cars. The renter must provide all equipment necessary, including electrical cords, for their performance.

Belle Grove will supply electricity, but musicians must contact Belle Grove to discuss the type of amplification equipment to be used and its electrical requirements.

Lighting should be provided by the renting party or tent rental company.

Reserving party or caterer is responsible for providing platform and chairs for musicians.

If the staff member on duty believes the continuation of the event has the potential to damage or harm the historic collections or buildings at Belle Grove, including the lawn, the staff person has the authority in his/her sole discretion to request music be turned down or terminated.

__________ Initials