

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. A portion of the event rental will be considered a tax-deductible contribution to Belle Grove, Inc. a 501(c)(3) non-profit organization. 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 100 for a 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 100 for a seated meal.
- \$2,300 (plus 10% refundable deposit)

Small 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 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.
- \$6,000 (plus 10% refundable deposit)

Additional packages are available upon request.

SAMPLE



BELLE GROVE PLANTATION

DATE _____

On behalf of _____ for a _____.
(Individual) (Type of event)

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 40' x 80' white tent, # 60" tables, # 6' tables and # white vinyl chairs.** For additional rental information see attached statement.

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 within 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**, two weeks 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 used 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 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

Signature

Date

For the Renting Party

Signature

Date

BELLE GROVE PLANTATION
P. O. BOX 537 • 336 BELLE GROVE ROAD
MIDDLETOWN, VA 22645

PHONE: 540-869-2028 • FAX: 540-869-9638 • info@bellegrove.org • www.bellegrove.org

SAMPLE

ADDITIONAL RENTALS INFORMATION

Belle Grove Plantation will provide 60" tables, 6' tables and white vinyl chairs to accommodate a small, 100 persons, or these items including a 40x80 tent for large, 150 persons weddings. 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.

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.

SAMPLE

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 thereof 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.
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.

BELLE GROVE PLANTATION

P. O. BOX 537 • 336 BELLE GROVE ROAD

MIDDLETOWN, VA 22645

PHONE: 540-869-2028 • FAX: 540-869-9638 • info@bellegrove.org • www.bellegrove.org

SAMPLE

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.