

Ash Lawn-Highland

❧ Home of President James Monroe ❧

1000 James Monroe Parkway, Charlottesville, VA 22902-8722
info@ashlawnhighland.org • www.ashlawnhighland.org
(434) 293-9539 • fax (434) 293-8000

RENTAL GUIDELINES

Revised 02/08. Subject to change.

- ❧ *James and Elizabeth Monroe took great pleasure in entertaining guests at Ash Lawn-Highland. Nestled in the serene Blue Ridge Mountains, Monroe's "cabin castle" has witnessed numerous social occasions both humble and grand, including the wedding celebration of Monroe's older daughter, Eliza.*
- ❧ *"Can you not come up and stay a day or two with us?" wrote James Monroe to James Madison in 1799. For a day, an afternoon, or an evening, you can make Ash Lawn-Highland your home and extend to your guests the same invitation. The Jefferson and Madison families were frequent visitors over two hundred years ago, and in more recent years Presidents, Senators, and Justices of the Supreme Court have enjoyed Highland's hospitality.*
- ❧ *To insure that Ash Lawn-Highland accommodates your affair to the best of our abilities; the following rental guidelines are provided. Please read them carefully and feel free to contact Ash Lawn-Highland for further information.*

I. RENTAL FACILITIES

- a. Facilities available for rent include the Hilltop Pavilion (with serving kitchen, bride's room and band room), the Barn Site Pavilion (with use of the Conference Room, including kitchen and patio) and the various boxwood gardens. Facilities may be rented individually or jointly depending on the event and renter's needs.
- b. The Hilltop Pavilion, Barn Site Pavilion, Conference Room and grounds are available both during the day and during the evening. By previous arrangement, the Monroe House is available for one hour of visits by guests of renters in conjunction with the rental of Ash Lawn-Highland facilities. **The Johns Garden and Service Yard may not be used during public visitation hours (before 6 PM April–October or before 5 PM November–March). The only exception is for actual wedding ceremonies.**
- c. Occasionally, and at the discretion of the Executive Director, the facilities at Ash Lawn-Highland may be rented to more than one party on a single day. The Hilltop Pavilion is well separated from the Barn Site Pavilion and Conference Room. If the Director feels that two events can be accommodated, every effort will be made to coordinate plans in a way that is satisfactory for both parties. The first party to make a paid reservation will be considered the "primary renter," and will have its choice of space and equipment. Any subsequent renters must schedule their events and choose their locations in a way that will not disturb the primary renter.

- d. No representation is made, express or implied, as to the fitness or suitability of any of the rental facilities for the purpose(s) intended, notwithstanding anything that may be to the contrary. Ash Lawn-Highland assumes no responsibility for providing security services of any kind.
- e. Ash Lawn-Highland waives any and all liability for injuries to and for property damage of any renter, guests, agents, contracted service employees, and/or any other persons associated with the event for which the property has been rented.

II. RENTAL FEES

- a. To rent any of the facilities at Ash Lawn-Highland for a private social occasion, the renter must join the Friends of Ash Lawn-Highland by donating a minimum of \$100. This contribution is tax-deductible. Additionally, a portion of the rental fee may be designated either as a donation to the Highland Fund for restoration of the Monroe Estate or as a donation to the Ash Lawn-Highland Endowment Fund.
- b. Rental fees vary depending on the date, the number of persons scheduled to use the property, the areas needed, the type of activity, and the time of year. All payments associated with the rental are due at the time the reservation is made and are not refundable. Should an event be canceled after payment of the rental fees, only the security deposit will be refunded; other fees will be converted to gifts and so acknowledged.
- c. Ash Lawn-Highland reserves the right to cancel the rental of its facilities at any time should the rental activities endanger the collection or facilities.

III. RESERVATIONS

To reserve a date, we must first receive payment of the following in the form of personal checks or money orders payable to the appropriate account funds:

<i>Payment:</i>	<i>Check payable to:</i>
Friends Membership	Friends of Ash Lawn-Highland, \$100
Security Deposit	Ash Lawn-Highland, \$500
Rental Fee	Ash Lawn-Highland, \$ 1,000
Donation	Highland Fund, \$ _____ *

** Amount determined by the Executive Director based on event.*

It is understood and agreed that Renter is responsible and liable for any disrepair or damage to the property of Ash Lawn-Highland arising out of Renter’s use of the rental property or caused by Renter, its agents, guests or invitees. The security deposit will be returned to the renter after the scheduled event, assuming no damage or late fees have been incurred. In case of damage to any of Ash Lawn-Highland’s facilities or furnishings, Ash Lawn-Highland will deduct the cost of damages from the deposit. Should damages exceed the amount of the deposit, Ash Lawn-Highland will bill the renter the difference. Charges for additional time (i.e., use of the property after 11 PM) may be deducted from the deposit. If the event is canceled for any reason, the security deposit will be refunded; all other funds received will be retained and acknowledged as a tax-deductible donation.

IV. SET-UP

Tables, chairs and other equipment included in the rental from Ash Lawn-Highland will be available in the Hilltop Pavilion or other designated location. It is the renter’s/caterer’s responsibility to set them up.

Equipment rentals should be arranged at least ten days in advance. **Equipment may not be dropped off at Ash Lawn-Highland before the day of the event, except by special arrangement in advance.** For a wedding ceremony in the Johns Garden or Kitchen Yard during public visitation hours, decorations may be set up no earlier than four hours before the ceremony, and chairs may be set up no earlier than one hour before the ceremony.

V. CLEAN-UP

- a. Renters are responsible for clean-up on the day of their rental. All trash should leave with the caterer. No parties or guests may interfere in any way with the normal operations or scheduled special events at Ash Lawn-Highland.
- b. All guests must vacate the property by MIDNIGHT. If the parties have not vacated by the agreed time, an additional charge, not to exceed \$200 for each hour or portion thereof after MIDNIGHT, will be levied on the renter.
- c. Because the Entrance Building staff will depart shortly after the guests, it is the responsibility of the caterer to provide safe transportation for its staff to their vehicles in the front parking lot.
- d. All catering supplies and external rental equipment must be removed by 9 AM the day following the event unless special provision is made in advance.

VI. FOOD, BEVERAGE, CONDUCT

- a. Food and beverage (alcoholic and non-alcoholic) arrangements are left to the discretion of the renter. First-time caterers at Ash Lawn-Highland must meet with the Executive Director along with the renter prior to the event to be approved and to familiarize themselves with the facilities. All caterers must sign the Caterer's Contract and return it to Ash Lawn-Highland before the event.
- b. Food and beverages served to guests must be consumed in the immediate vicinity of the serving area. Party food and alcoholic beverages are not permitted in the entrance building/museum gift shop. The consumption of alcoholic beverages must comply with all laws of the Commonwealth of Virginia, including open container and drinking age policies. Renter shall be responsible for monitoring and supervising the consumption of alcoholic beverages either personally or by a responsible individual designated in advance.
- c. We require fraternities to have a caterer serve food and pour alcohol. All Greek events must serve beer from kegs.
- d. To protect the museum's valuable and unique collection, Ash Lawn-Highland reserves the right to ask the renters and their guests to vacate the premises immediately should the conduct of the renters and/or guests threaten the property, facilities, and/or museum collection.
- e. Renters and/or their guests should not tamper with the air conditioning in the Monroe house. Please don't move benches, urns, pedestals, etc. A fee will be charged for non-compliance.
- f. Electronically amplified music is allowed only between 6 PM and 1 AM. Acoustic instruments may be played before 6 PM. On Opera Festival performance nights, amplified music is allowed between 5 and 7:45 PM.
- g. Ash Lawn-Highland is a non-smoking facility. Smoking is not allowed in any of the buildings or on the grounds. Smoking is permitted only in the visitor parking lot and in front of the Gift Shop.

VII. PARKING

All passenger vehicles must be parked in regular parking areas; only service vehicles are allowed on the lawn. The cost of restoring lawns, if damaged by vehicles or renters or guests, must be paid by the renter. If the museum lot cannot accommodate the number of cars, Ash Lawn – Highland will designate an adjacent field for overflow parking.

FACILITIES & EQUIPMENT

Hilltop Pavilion

50 by 80 feet. Permanent roof over full concrete floor, with additional space for serving kitchen, bride's room, and band room. Overhead fans and lights, both with adjustable controls. Seats as many as 300 people for dinner.

Barn Site Pavilion

30 by 70 feet. Tent over concrete floor, stone foundation walls. Seats as many as 125 people for dinner. Electrical outlets. Includes use of the Conference Room.

Conference Room

With fireplace, piano, kitchen and restroom. Heated and air-conditioned. Seats as many as 40 people for dinner or 60 people for a lecture or performance.

Equipment

(39) 60-inch round tables (5 feet across), for 8–10 persons
(7) 48-inch round tables (4 feet across), for 4–6 persons
(22) 8-foot long x 36-inch wide tables, for 8–10 persons
(6) 8-foot long x 30-inch wide tables, for 8–10 persons
(2) 6-foot long x 30-inch wide tables, for 6–8 persons
(278) ivory vinyl folding chairs
White wrought iron garden arch, seven feet high

Gardens and Yards

Johns Garden (north of house, available only after public hours, except for ceremonies)
Peacock Yard (large lawn shaded by 100-year-old ash trees)
Oak Tree Yard (boxwood-enclosed lawn graced by massive Monroe-era oak tree)
Blue Ridge Yard (boxwood-enclosed, north of statue, with view of Blue Ridge hills)
Theater Yard (boxwood-enclosed, shaded lawn near house)
Kitchen/Service Yard (available only after public visitation hours, except for wedding ceremonies)
Overlook Platform (gazebo-like, overlooks Barn Site, meadow and mountain views)

House Tours

Your guests may be our guests for complimentary tours of the Monroe's beautiful home. On request, your guests may tour "open house" style, with a docent to answer questions, for up to an hour after the normal closing time.

FLORISTS

A New Leaf Florist	973-1776
Charlottesville's Flower Man.....	295-5683
Gifts of the Earth , Amy Webb	361-9218
Pat's Floral Designs	540-948-5611
Patterson's Flower Shop	823-4942
University Florists.....	973-1381

ACCOMMODATIONS

Less than 15 minutes from Ash Lawn-Highland:

Clifton Inn (B&B), <i>N. Milton Rd.</i>	971-1800
Holiday Inn Monticello, <i>I-64 and 5th St.</i>	977-5100
Inn at Monticello (B&B), <i>1188 Scottsville Rd.</i>	979-3593
Keswick Hall, <i>Route 22</i>	979-3440
Ramada Inn, <i>Route 250 E</i>	977-3300
Hilton Garden Inn, <i>1793 Richmond Rd (Rt. 250)</i>	979-4442

15 to 20 minutes from Ash Lawn-Highland:

Courtyard by Marriott, <i>638 Hillsdale Dr.</i>	973-7100
DoubleTree Hotel, <i>990 Hilton Heights Rd.</i>	973-2121
English Inn, <i>2000 Morton Dr.</i>	971-9900
Hampton Inn, <i>2035 India Rd.</i>	978-7888
Holiday Inn North, <i>1901 Emmet St. N.</i>	977-7700
Inn at the Crossroads (B&B), <i>Rte 692 (Plank Rd.)</i>	979-6452
Omni Hotel, <i>235 W. Main St.</i>	971-5500
Silver Thatch Inn (B&B), <i>3001 Hollymead Dr.</i>	978-4686
South Street Inn (B&B), <i>200 South St W.</i>	979-0200

Near the University of Virginia, 20 min. from Ash Lawn:

Boar's Head Inn, <i>Route 250</i>	296-2181
Best Western Cavalier Inn, <i>105 N. Emmet St.</i>	296-8111
Comfort Inn, <i>1807 Emmet St.</i>	293-6188
Courtyard by Marriott, <i>1201 W. Main St.</i>	977-1700
Quality/Days Inn, <i>1600 Emmet St.</i>	293-9111
Hampton Inn & Suites, <i>900 W. Main St.</i>	923-8600
Red Roof Inn, <i>1309 W. Main St.</i>	295-4333

More than 25 min. from Ash Lawn-Highland:

High Meadows Vineyard Inn, <i>Scottsville, VA</i>	286-2218
Oakmoor Country Inn (B&B), <i>Afton, VA</i>	540-456-6690
Prospect Hill (B&B), <i>Route 613, Trevilians, VA</i>	800-277-0844
Woodstock Hall Inn (B&B), <i>Route 637, Ivy, VA</i>	293-8977
Inn on Poplar Hill (B&B), <i>Orange, VA</i>	540-672-6840

☞ All area codes are (434) unless otherwise noted. ☜

CATERERS

Unless otherwise noted, all of the following are located in the Charlottesville area and all phone numbers are area code 434. Ash Lawn-Highland provides this list for your convenience— you may choose another local caterer not on this list. We ask that caterers who are new to Ash Lawn-Highland meet with us before the event. All food service contracts are between the client and the caterer, not Ash Lawn-Highland.

A Pimento	971-7720	Glenmore Country Club.....	817-0530
Anderson’s Carriage Foods	970-2217	Glorious Foods.....	817-7278
Avenue Foods	434-845-2692	Got Chef.....	434-823-5653
Bashir’s Taverna.....	923-0927	Harvest Moon	296-9091
Beggars Banquet.....	540-661-0121	Have Food Will Travel	293-3088
Big Jim’s Catering	296-5101	Holiday Inn, 5 th St.....	977-5100 x118
Boar’s Head Catering	972-2229	Hotcakes Catering.....	295-6037
Brix Market	295-7000	Incredible Edibles	804-247-3456
C & O Restaurant	971-7044	Ivy Inn Catering.....	977-1222
Café Europa.....	295-4040	Nowell’s Catering.....	295-3804
Chef Ted	295-9283	Oxo Restaurant	977-8111
Everyday Gourmet.....	977-5090	Simply Delicious	220-3332
The Event Company	974-6500	Eric Stamer Catering	540-885-5085
Foods of All Nations	293-7998	20 South Catering	296-2420

RENTALS & SERVICES

A Goff (limo, bus, van service)	979-5466
The AV Company.....	977-8288
Blue Ridge Light Forms	975-3540
Blue Ridge Weddings (coordinator, officiant)	325-9045
Charlottesville/Albemarle Visitors Bureau	293-6789
Charlottesville Trolley (transportation).....	295-2533
Classic Carriage.....	540-564-1239
FDS Tents, Inc. (tents, side curtains, decor, etc.)	295-7977
Festive Fare (tableware, chairs, etc.)	296-5496
Harmon’s Carriages.....	540-825-6707
Russell Hubert (Photographer)	804-307-7363
MoJohns (portable toilets).....	804-375-3050
Raise the Veil (Robin Martin-Lawson, wedding coordinator)	960-4600
Skyline Tent Co. (tents, decorations)	977-TENT
Special Events Rentals (tents, tableware, chairs, etc.).....	977-5917

MUSIC & ENTERTAINMENT

President Monroe Interpreter.....	293-9539
Sam Hill Entertainment (bands)	977-6665
20 South Productions (bands, DJs).....	296-1600
Eve Watters (harpist).....	823-8600
Kevin White (piano).....	979-4922

☞ All area codes are (434) unless noted. ☞

Ash Lawn - Highland

❧ Home of President James Monroe ❧

1000 James Monroe Parkway, Charlottesville, VA 22902-8722
info@ashlawnhighland.org • www.ashlawnhighland.org
(434) 293-9539 • fax (434) 293-8000

RENTAL AGREEMENT

(Revised October 11, 2007)

In the tradition of hospitality which the Monroes extended to their friends, we welcome you to enjoy Ash Lawn – Highland. As we wish to avoid any misunderstanding, please carefully read the following guidelines and acknowledge your agreement by signing at the end:

1. All payments are due at the time you contract to use the venue. These payments to Ash Lawn – Highland (ALH hereafter) are necessary to reserve and confirm the date for you. Only the security deposit is refundable.
2. There is a \$200 per hour charge for each additional hour, or part thereof, past MIDNIGHT. No exceptions. This charge must be included with your final payment or it will be deducted from your security deposit.
3. ALH will help to arrange for security for your event, if required. Lessee will assume the cost for these arrangements.
4. Clean-up must be completed before departure of the group. All trash should leave with the caterer. If the clean-up is not satisfactory, ALH will charge the renter for the labor costs to complete the job.
5. The caterer is responsible for:
 - a. Sweeping all areas used.
 - b. Thoroughly cleaning all work areas and leaving the area ready for the next event.
 - c. Cleaning up all spillages and glass breakage.
 - d. Removing all trash and garbage from premises on the day of the event.
 - e. Setting up all tables and chairs and returning all equipment to the storage room unless prior arrangements have been made.
 - f. Except when unloading and loading, parking catering staff vehicles in parking lots (not on the grass) and keeping driveways open at all times for emergency and resident vehicles.
 - g. Supplying drinking water.
 - h. Dumping ice ONLY on the gravel driveway, as it kills grass and bushes.
 - i. Turning off all lights and fans upon departure.

6. The Lessee must take all gifts, decorations, flowers, etc. with them on the day of the event, unless prior arrangements have been made. Special arrangements must be made a minimum of one week before any event.
7. ALH must be notified in writing (email is welcome) one week in advance of arrival times, delivery times, pick up schedules as well as any other special arrangements.
8. Lessee and caterers must agree not to serve alcoholic beverages to any person attending who appears to be intoxicated or who to anyone under the age of 21.
9. Throwing of rice, confetti or other litter is prohibited. Throwing of bird seed is fine.
10. Amplified music is allowed only between 6 PM and 1 AM, except on Opera Festival performance nights, when it is allowed only between 5 and 7:45 PM.
11. Beer may be served only from kegs, *excluding wedding rentals*.
12. Equipment and supplies from outside sources **MUST NOT BE DELIVERED EARLIER THAN THE MORNING OF THE EVENT, AND MUST BE REMOVED FROM ALH BY 9 AM ON THE DAY AFTER THE EVENT**, unless other arrangements are approved in advance by ALH. ALH is not responsible for any equipment or supplies brought in by rental persons, their guests, or their agents.
13. All deliveries and removal of equipment must be during ALH's hours of operation (9am-6pm April-October and 11am-5pm November-March).
14. Delivery and pick up of portable toilets must be arranged in advance with the date and time of delivery and pick up approved by ALH. They must be delivered the morning of the event and removed the day after the event. Please note: These vendors do not like to deliver or pick up on weekends. It is critical that you confirm proper arrangements. There will be a \$200 fine for each day, or portion thereof that a portable toilet remains after 9AM.
15. Only wedding ceremonies may occur in the Johns Garden during the hours we are open to the public. No food or drink may be set up in the Johns Garden prior to museum closing time (6pm April-October, 5pm November-March). Flowers and other decorations may be set up no earlier than 2 hours prior to the ceremony time. Chairs may be set up 1 hour prior to the ceremony time.
16. **NO TENTS** may be used in the Johns Garden, the Statue Yard or the Service yard at any time.
17. Rental party is responsible for any damages caused by or to guests, catering, and any other contract employees of the rental party.
18. It is the responsibility of the renter and any vendor selected by the renter to comply with all fire and safety regulations.
19. Guests should be directed to park in designated parking areas and not on the grass around events sites and not in the fields.
20. Lessee is responsible for enforcing ALH's no-smoking policy. Smoking is allowed only in the front visitors' parking lot, i.e. **NO SMOKING** in any building or anywhere on the grounds past the museum shop.

21. Musicians must stop playing 10 minutes prior to the scheduled end of the event, and failure to do so will result in overtime charges. We do not supply extension cords for musicians' use. We recommend that musicians schedule a visit to the site to make any necessary arrangements.

22. To meet with ALH staff, caterers, florists, musicians and other vendors should schedule appointments between 9:00 am and 5:00 pm Monday to Friday. There are no weekend office hours.

I have read the rental guidelines and accept responsibility for their observance and for any damage or breakage that may occur during my event.

Date: _____ Lessee: _____
Signature
Telephone: _____

Date: _____ Caterer: _____
Signature
Telephone: _____

Date: _____ Florist: _____
Signature
Telephone: _____

Date: _____ Musicians: _____
Signature
Telephone: _____

Date: _____ Other Vendor: _____
Signature
Telephone: _____

Date: _____ Other Vendor: _____
Signature
Telephone: _____

Date: _____ Other Vendor: _____
Signature
Telephone: _____

Date: _____ Other Vendor: _____
Signature
Telephone: _____