

# Ash Lawn-Highland

⌘ Home of President James Monroe ⌘

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## RENTAL AGREEMENT

*In an effort to avoid any misunderstanding, please carefully read the following explanation of our rental guidelines and sign below:*

1. All funds are due at the time you contract to use the facilities. These payments 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 11 PM. No exceptions. This charge must be included with your final payment.
3. Ash Lawn-Highland will provide security for your event at the rate of \$30 per hour, if required.
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, Ash Lawn-Highland will charge the renter for the labor costs to complete the job.
5. 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 8 PM.
6. Beer may be served only from kegs, *excluding wedding rentals*.
7. Equipment and supplies from outside sources must not be delivered earlier than the morning of the event, and must be removed from Ash Lawn-Highland by 9 AM on the day after the event, unless other arrangements are made in advance with Ash Lawn-Highland. Ash Lawn-Highland is not responsible for any equipment or supplies brought in by rental persons, their guests, or their agents.
8. Set up nothing-no food or drink-prior to closing in the John's Garden (6pm April-October, 5pm November-March). Only wedding ceremonies may occur during the hours we are open to the public.
9. No tents to be used in the John's Garden or the Statue Yard.
10. Rental party is responsible for any damages caused by or to guests, catering, and any other contract employees of the rental party.
11. It is the responsibility of the renter and any vendor selected by the renter to comply with all fire and safety regulations.

**I have read the Ash Lawn-Highland Rental Guidelines and this Rental Agreement and agree to their terms and conditions.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Request to Engage Facilities at Ash Lawn-Highland

Please fill out this form as completely as possible and submit it with your checks.  
We understand that some details, especially equipment desired and choice of caterer, will not be known at this time. Just fill in what you can now, and then call to confirm the specifics at least ten days before your event. Additional charges may apply for use of some spaces.

The undersigned wishes to engage facilities for \_\_\_\_\_ (name of event) on \_\_\_\_\_ (date) beginning at \_\_\_\_\_ (time) and ending at \_\_\_\_\_ (time) for approximately \_\_\_\_\_ persons.

Contact person: \_\_\_\_\_ Day phone: \_\_\_\_\_ Eve. phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

## FACILITIES REQUESTED:

- \_\_\_\_\_ Hilltop Pavilion (with serving kitchen, bride's room and band dressing room)
- \_\_\_\_\_ Barn Site Pavilion (includes use of Conference Room)
- \_\_\_\_\_ Conference Room (with kitchen, patio and restroom facilities)
- \_\_\_\_\_ Monroe Home open-house visit, up to one hour after regular closing time.

## GARDEN AREAS REQUESTED:

- \_\_\_\_\_ Johns Garden
- \_\_\_\_\_ Peacock Yard
- \_\_\_\_\_ Theater Yard
- \_\_\_\_\_ Oak Tree Yard
- \_\_\_\_\_ Blue Ridge Yard
- \_\_\_\_\_ Kitchen/Service Yard (after 6pm)
- \_\_\_\_\_ Hilltop Pavilion Yard
- \_\_\_\_\_ Overlook Platform

## EQUIPMENT REQUESTED:

- \_\_\_\_\_ 60-inch round tables (39)
- \_\_\_\_\_ 48-inch round tables (7)
- \_\_\_\_\_ 8-foot x 36-inch tables (22)
- \_\_\_\_\_ 8-foot x 30-inch tables (6)
- \_\_\_\_\_ 6-foot long tables (2)
- \_\_\_\_\_ chairs (278)
- \_\_\_\_\_ garden arch

## FOR WEDDINGS ONLY:

\_\_\_\_\_  
Bride's name

\_\_\_\_\_  
Groom's name

\_\_\_\_\_  
Bride or groom's current address:

A brief description of the event: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact person: \_\_\_\_\_

**The undersigned has read the Ash Lawn-Highland Rental Guidelines and is authorized to execute this request.**

\_\_\_\_\_  
Name of Renter or Agent (with middle initial)

\_\_\_\_\_  
Organization (if any)

\_\_\_\_\_  
Renters' SS#\*\*

\_\_\_\_\_  
Renter's Telephone (day)

\_\_\_\_\_  
Renter's Street Address

\_\_\_\_\_  
Renter's Telephone (evening)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Renter's Email Address

\_\_\_\_\_  
Signature of Renter or Agent

\_\_\_\_\_  
Date

\*\*Please provide the SSN of whomever is writing the check for the event. It is needed to process the security deposit refund.