

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 09/07. 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, \$ _____ *
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 two hours 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 11 PM. If the parties have not vacated by the agreed time, an additional charge, not to exceed \$200 for each hour or portion thereof after 11 PM, 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 8 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, Bill Pensyl.....	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), N. Milton Rd.....	971-1800
Holiday Inn Monticello, I-64 and 5 th St.....	977-5100
Inn at Monticello (B&B), 1188 Scottsville Rd.....	979-3593
Keswick Hall, Route 22	979-3440
Ramada Inn, Route 250 E.....	977-3300
Hilton Garden Inn, 1793 Richmond Rd (Rt. 250)	979-4442

15 to 20 minutes from Ash Lawn-Highland:

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

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

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

More than 25 min. from Ash Lawn-Highland:

High Meadows Vineyard Inn, Scottsville, VA	286-2218
Oakmoor Country Inn (B&B), Afton, VA	540-456-6690
Prospect Hill (B&B), Route 613, Trevilians, VA.....	800-277-0844
Woodstock Hall Inn (B&B), Route 637, Ivy, VA.....	293-8977
Inn on Poplar Hill (B&B), Orange, VA	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	Glorious Foods.....	817-7278
Anderson’s Carriage Foods	970-2217	Got Chef.....	434-823-5653
Avenue Foods	434-845-2692	Harvest Moon	296-9091
Bashir’s Taverna.....	923-0927	Have Food Will Travel	293-3088
Beggars Banquet.....	540-661-0121	Holiday Inn, 5 th St.....	977-5100 x118
Big Jim’s Catering	296-5101	Hotcakes Catering.....	295-6037
Boar’s Head Catering	972-2229	Incredible Edibles	804-247-3456
Brix Market	295-7000	Ivy Inn Catering.....	977-1222
C & O Restaurant	971-7044	Nowell’s Catering.....	295-3804
Café Europa.....	295-4040	Oxo Restaurant	977-8111
Chef Ted	295-9283	Pig Daddy’s	979-7675
Everyday Gourmet.....	977-5090	Simply Delicious	220-3332
Foods of All Nations	293-7998	Eric Stamer Catering	540-885-5085
Glenmore Country Club.....	817-0530	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 (Amber Young, wedding coordinator)	589-1400
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

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***When you select a caterer, please have them fill in and sign this form.
Mail, fax or deliver it to Ash Lawn-Highland at least two weeks prior to the event.***

As caterer for an event hosted by _____ on _____, I agree,

1. Except when unloading and loading, to park catering staff vehicles in parking lots (not on grass) and to keep driveways open.
2. To supply drinking water.
3. To dump ice *only* on gravel driveway, as it kills grass and bushes.
4. To pick up all trash from the area.
5. To remove from the premises all trash generated by the event.
6. To leave the serving kitchen ready for the next event.
7. To return tables and chairs neatly to the storage room (unless other arrangements have been made).
8. To turn off all lights and fans upon departure.
9. **To be sure my staff observes the no-smoking policy: smoking is only allowed in the front visitors parking lot; no smoking in any building or anywhere on the grounds past the Gift Shop.**
10. To be sure any rental equipment I have arranged for is dropped off no earlier than the day of the event, and is picked up no later than 9 AM on the day following the event, unless special provision is made in advance with Ash Lawn-Highland. (This is to avoid conflict with events on the day prior to and after your event.)
11. To set up nothing in the John's Garden-no food or drink-prior to closing (6pm April-October, 5pm November-March). Only wedding ceremonies may occur in the John's Garden during the hours we are open to the public.
12. To no tents used in the John's Garden or the Statue Yard.
13. To accept all responsibility for the behavior, health, and security of catering staff (including contract persons), as well as any damage caused by or to them.

Failure to conform to these guidelines may result in either a fine to cover expenses incurred by Ash Lawn-Highland or removal of your name from our caterer list.

Catering company name (printed) _____

Signature _____

Date _____

Position in company _____