

Rental Information Packet

Pricing

	Friday	Saturday	Sunday
Basic Ballroom Package	\$900	\$1,500	\$750
* Ballroom, and Dressing Room (Conference Room)			
Ballroom and Dance Studio Package	\$1,200	\$1,800	\$1,050
* Ballroom, Dance Studio and Dressing Room (Conference Room)			
Deluxe Wedding Package	\$1,500	\$2,100	\$1,350
* Ballroom, Dance Studio, Grounds and Dressing Room (Conference Room)			

All Rentals Include:

- 12 hour time limit (Must be out by midnight)
- 6' rectangle tables (14)
- 8' rectangle tables (2)
- 5' round tables (24)
- Gray metal folding chairs (250)
- 6 pedestals
- Setup/breakdown service
- Personalized floor plan
- Full Catering Kitchen
- Use of Art Gallery Hallways

- * Refer to the floor plan on Page 9 for details on room location.
- * All rentals and rooms, including grounds, are subject to availability.

Frequently Asked Questions

Q: What is included in the fee for facility rental?

A: The ballroom rental fee includes a full catering kitchen, tables, chairs, art gallery hallway, two restrooms, free parking and setup\breakdown of the tables and chairs. You may also add other rooms and the grounds in conjunction with your ballroom rental for an additional fee. For smaller private parties or board meetings we offer smaller packages with fewer amenities. Please contact [Ann Comfort](#) for more information.

Q: What about parking?

A: There is safe, convenient parking for all guests in several lots surrounding the Montpelier Center including "Handicap" spaces. The gravel lot, near the softball field, and the paved lots beside the building near Clazemont Road are for use. Parking in the library lot, closest to the building, is only available after 2 p.m. Saturdays, after 6 p.m. Fridays and 9 p.m. Monday through Thursday.

Q: Can I bring an outside caterer?

A: Yes, however, we encourage the use of our recommended caterers. If you decide to use one of our recommended caterers, we will waive the non-refundable outside caterer fee of \$200. If you decide to bring an outside caterer you must complete the [Caterer Guidelines Form](#) and pay the \$200 non-refundable outside caterer fee.

The Montpelier Center has chosen to have a preferred caterers list because we prefer to be familiar with, and confident in, the caterers' standards in both food and service. In most cases, the caterers on the list have been recommended by previous brides. Their familiarity with the venue also shortens the amount of time required for setup and cleanup.

Q: Are there restrictions on serving alcohol?

A: If serving alcoholic beverages, the **renter** agrees to obtain a **Banquet License from the State ABC Board** and to have the license on display at the event. The renter agrees to comply with all pertinent laws, statutes, ordinances, and governmental regulations pertaining to liquor and controlled substances.

It is the policy of the Montpelier Center for Arts and Education not to make its facilities available to individuals or groups when there is a reasonable expectation that alcoholic beverages will be available to persons under the legal age for alcohol consumption. In the event that a function is held at the Center and it is discovered that persons under the legal age are consuming alcohol, a representative of the Center has the authority to close down the function immediately. The renter releases the Center from any liability that may result from abuse of alcoholic beverages or controlled substances, or from termination of the event by the Center. The Center reserves the right to ask disorderly guests to leave, and if the behavior persists, the police may be called.

Q: Are there any restrictions on amplified music?

A: The Montpelier Center has no restrictions on amplified music. Many area bands and DJs are familiar with our venue. If yours has not performed here before, we encourage them to visit the site in advance of your event and/or to speak with a member of our staff to ensure that they arrive with appropriate equipment and expectations. There is limited electrical power available outside. Very large bands may require that arrangements be made for placement of a temporary generator.

Q: Is smoking allowed in the Montpelier Center for Arts & Education?

A: Absolutely no smoking is allowed in the Montpelier Center for Arts & Education. Receptacles are available outside the Center for exterminating cigarettes before entering the building.

Q: Are candles allowed in the Montpelier Center for Arts & Education?

A: No open flames or smoking of any kind are allowed inside the Center at any time. Votive candles or any other glass encased candles are allowed. The caterer may use sterno flames to heat food.

Q: What hotels are nearest to the Montpelier Center for Arts & Education?

A: The closest areas with hotels are Ashland and Short Pump.

[Hampton Inn Richmond-North/Ashland](#)

[Henry Clay Inn Ashland](#)

[Hilton Garden Inn Short Pump](#)

[Holiday Inn Express Ashland](#)

Q: How do I reserve the Montpelier Center for Arts & Education for the date of my event?

A: First, contact us to check the availability of your desired date, discuss your specific needs, fees, and any optional services. Your reservation will be held for ten days without a deposit. All weddings require a non-refundable reservation fee that is credited towards your total bill. This fee is one-third of the total rental amount. For other events, please contact [Ann Comfort](#) for the appropriate reservation deposit amount. Along with the payment of your non-refundable reservation deposit, you are also required to submit a signed contract to secure your date. Both of these are due within the 10-day holding period, and the date will not be booked until both are received. We will then provide you with a rental invoice showing receipt of your payment along with a schedule of further payments. A refundable security deposit will be due six months prior to the event. Your final rent balance is due one month before your event date.

Q: What forms of payment are accepted?

A: Forms of payment accepted – cash, checks, MasterCard and Visa. All payments can be made on our website through PayPal.

Q: If I plan an event outside on the Montpelier Center grounds, what will we do if it rains?

A: We highly recommend renting tents when using the grounds for a ceremony or private party. This is to ensure that the ceremony or private party is protected, even if the reception is held indoors. If the dance studio is available, we will transfer the money for the grounds rent over to the dance studio which may be used as a backup for a small ceremony.

Q: What kinds of decorations are allowed in the ballroom? What kinds of decorations are allowed outside the Montpelier Center?

A: The renter may not use tacks or nails to affix decorations to any painted surface. (If tacks, nails, or unapproved tape is used, a fee will be deducted from the renter's security deposit). Painters tape and 3M adhesive products (Command Hooks), approved by the Montpelier staff are the only products allowed to decorate the ballroom. ***All renters using decorations must read and sign the Rental Guidelines Form and the Floor plan Checklist two weeks before the event.**

No birdseed or rice throwing is permitted within the building. Birdseed and rice thrown outside the building must be swept off steps and sidewalk. Sparklers may be lit outside of the Montpelier Center in designated areas only and must be disposed of in sand buckets provided by the renter. Signs directing guests to private events may be posted at any of the Montpelier Center entrances, but they must be removed immediately after the event.

Q: How early may my vendors begin making deliveries for my event?

A: The renter is responsible for receiving the delivery of food and rental items at the Center. Any rentals during the week will have to be scheduled at least 1 week in advance with The Center and must occur during office hours to avoid an additional opening/closing fee of \$25.00.

Q: Do I need to be a member of the Montpelier Center to rent the facility?

A: It is not required to have a membership in order to rent the facilities at the Montpelier Center for Arts & Education. However, even if you do not live in Montpelier, there are many great reasons to join. Members receive discounts on classes and other Montpelier events. Confident that you will have an enjoyable and successful event at the Montpelier Center, we encourage you and your guests to consider future support of our efforts to preserve Hanover County History and to promote Art and Education. Find out how to become a member or support The Montpelier Center for Arts and Education by visiting our website at www.montpeliercenter.org.

Q: When will I receive the refund of my security deposit? Will the refund be faster if I use my credit card?

A: If no damage is incurred, no late fees are required, and no unpaid balances remain on your account, the damage deposit refund will be processed within 3-4 weeks following your event. All refunds are processed in the same amount of time and by check, no matter the type of original payment method.

Q: Who performs setup and cleanup for my event?

A: The rental fee covers setup and breakdown service which includes setting up and taking down tables and chairs in rental room(s). The caterer is responsible for cleaning the kitchen after use. The caterer is also responsible for any spills or accidents that occur in any of the areas where food is being served during the hours of the rental related to food/beverage. The renter is responsible for checking bathrooms and cleaning anything beyond the normal scope of usage. The renter is expected to return the facility in the same condition as delivered on the day of the contract.

Q: Is there a payment plan option?

A: Yes, depending on how close to the date you have booked your rental, payment plans are available. In order to have a payment plan, you must book your rental date six months to a year before the actual event. **However, no matter which payment plan you are on, every renter must pay the rental balance in full, one month prior to the rental date.** Please contact [Ann Comfort](#) for more payment plan information.

Q: What is your contact information?

A: For all questions concerning rental of The Montpelier Center facilities, please contact [Ann Comfort](#) using the contact information below.

Phone: 804-883-7378

Email: info@montpeliercenter.org

Fax: 804-883-1199

Mail:

P.O. Box 82

Montpelier, VA 23192

Room Descriptions

***Ballroom:** The Ballroom is the centerpiece of the Montpelier Center for Arts and Education. What was previously an old school house auditorium and gymnasium is now a beautiful setting for wedding receptions, plays, concerts, class reunions, galas, corporate parties and other large events. The light-filled Atrium Ballroom provides an elegant setting for your dream wedding. Accents such as hardwood floors, and floor to ceiling windows, allow for an intimate atmosphere. The hardwood floors provide a dance floor that can accommodate a large or small wedding party. **2,100 square feet**

***Ballroom Stage:** The Ballroom Stage is equipped with a sound system and a baby grand piano. Both are available for rent. The Ballroom Stage can be extended for events, for an additional cost. The stage is often used for DJ tables, head tables, bands, and wedding ceremonies. The Ballroom Stage curtain is a light gray that coordinates with every color scheme. **16' d x 20' w**

***Art Gallery:** The Art Gallery is a wonderful showcase of local and national artists. The Art Gallery surrounds the Ballroom on three sides, which allows extra room for food stations, gift tables, bars, and cocktail tables. **1,750 square feet**

Conference Room: The conference room is equipped with a large meeting table and executive chairs. It is perfect for a small corporate meeting. This room can also be used as a dressing room for brides. **611 square feet**

Dance Studio: The Dance Studio is a long room with hardwood floors and elegant molding details on the walls and ceiling. The Dance Studio also features a section with floor to ceiling mirrors, making a nice back drop for a bar or a dessert station. This space is ideal for a small private party, rehearsal dinner, baby shower, or corporate meeting. We recommend adding on the Dance Studio as additional space for seating, buffet service or cocktail area for events with over 150 guests. The Dance Studio has two entrances and is conveniently located next to the kitchen. **1,200 square feet**

Outside Grounds: Facing Route 33, the Montpelier Center for Arts & Education's front lawn is a perfect location for an outdoor event. The front lawn is flat for tent rentals and outdoor wedding ceremonies. Montpelier Center for Arts & Education's front lawn provides a view of the old Montpelier School sign accompanied by nicely groomed shrubs. To the right of the Montpelier Center for Arts & Education, The Historic Sycamore Tavern provides a great backdrop for portraits or an outdoor wedding ceremony. **1 acre (The Montpelier Center for Arts & Education's Outside Grounds are subject to availability.)**

*The Ballroom, Ballroom Stage, and Art Gallery are open to the viewing public without an appointment: Monday-Thursday 9am-9pm, Friday 10am-6pm, and Saturday 10am-2pm. To view the other rooms you must make an appointment.

For appointments contact [Ann Comfort](mailto:Ann.Comfort@montpeliercenter.org) at 804.883.7378 or info@montpeliercenter.org

Floor Plan Checklist

All renters must fill out this form! Mail, fax or deliver it to the Montpelier Center for Arts & Education at least two weeks prior to the event.

Each renter is allowed one opening and one closing per event. If you do not coordinate your vendors with the one opening policy, additional openings are \$25. Not following the one opening policy may result in some vendors being unable to get into the building. If a vendor can not deliver an item or items, due to lack of coordinating with the Center's staff, the Montpelier Center is not held responsible. If the renter is 30 minutes or more late for the opening, the renter will be charged a \$25 late fee.

Event Date(s): _____ **Number of Guests:** _____

1. Event Timeline (Please provide the times that you will be using the Center.)

Date: _____

* Open: _____ *Close: _____

Ceremony Start: _____

Reception or Event *Start: _____ * End: _____

(All Renters must provide *Times.)

2. Vendor Timeline (Additional information: not required)

Caterer Arrival: _____ Company: _____ Contact: _____
Phone: _____

Cake Arrival: _____ Company: _____ Contact: _____
Phone: _____

Florist Arrival: _____ Company: _____ Contact: _____
Phone: _____

Band/DJ Arrival: _____ Company: _____ Contact: _____
Phone: _____

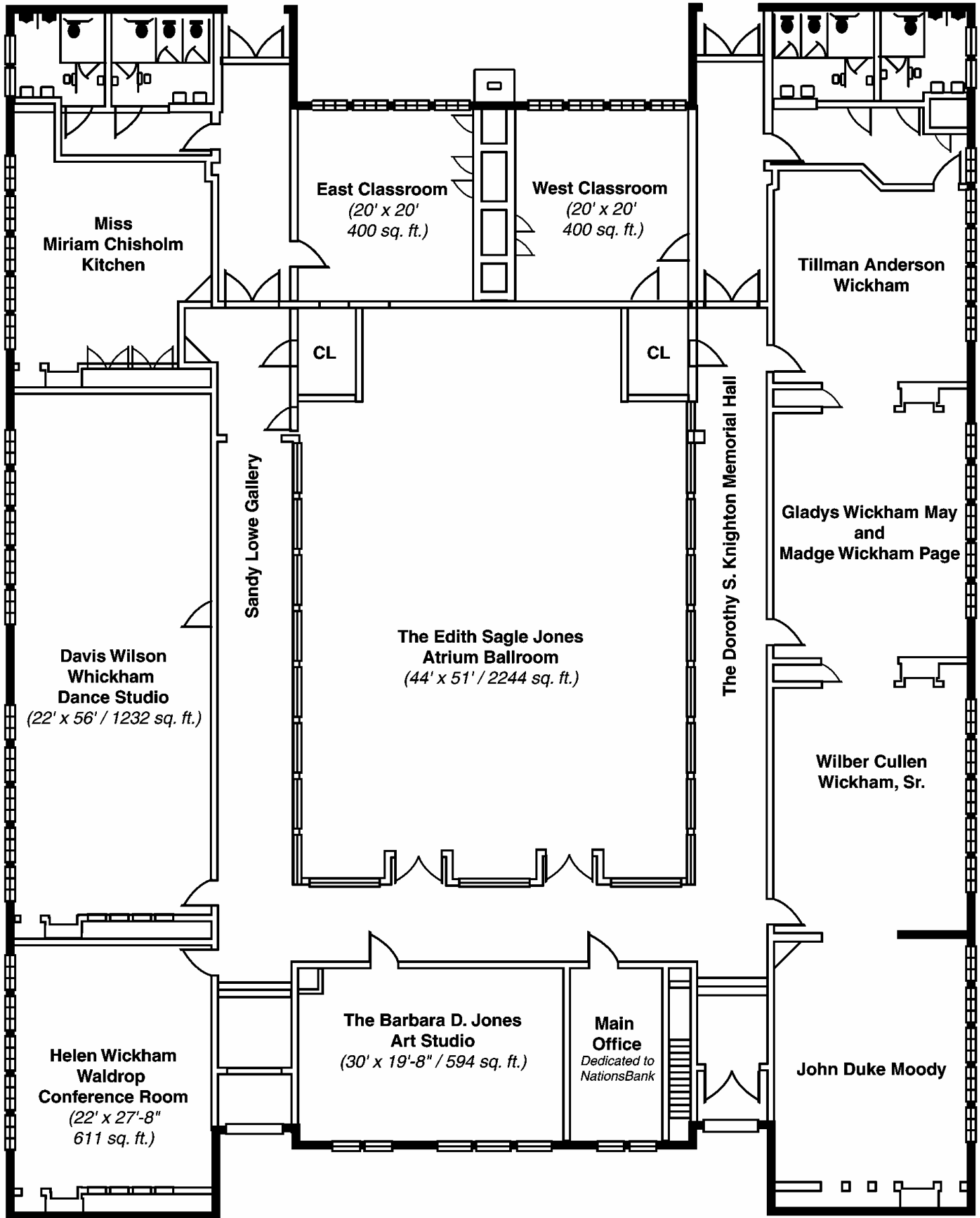
Rentals Company Arrival: _____ Company: _____ Contact: _____
Phone: _____

Wedding Coordinator Arrival: _____ Company: _____ Contact: _____
Phone: _____

3. Floor Plan

Please indicate on attached floor plan layout the position of tables for serving and seating as well as the number of chairs per table. The rental includes six decorative 5' columns and the following tables:

- 24 5' round tables
- 14 6' rectangle tables
- 2 8' rectangle tables
- 250 chairs



The Lois Wickham Jones Library

It is the renter's responsibility to share these following important guidelines with any friends, family members, or vendors helping with the event.

I, _____ on _____, agree to,

1. Provide the Montpelier Center with the rental company name and contact information for all rented items being delivered before the event and picked up after the event. Office hours are Monday 9 am-12 pm, Tuesday, Wednesday and Friday 9-3 pm. Deliveries during the week must use the library entrance during the hours of 9 am-1 pm and 3-6 pm due to our PreSchool and AfterSchool programs.
2. The kitchen is only to be used to heat and stage/serve food. Cooking food from scratch is not allowed. We do not provide ice or coolers. Two refrigerators with top freezers are for your use.
3. Clean-up must be completed before departure of the event. Everything belonging to the caterer and renter must be removed from the building after the event. After the event, a Montpelier Center staff member will go over a check-out list with the renter. If any items from the check-out list are not completed, the renter will be charged.
4. Each renter is allowed one opening and one closing per event. If you do not coordinate your vendors with the one opening policy, additional openings are \$25 each. Not following the one opening policy may result in some vendors being unable to get into the building. If a vendor can not deliver an item or items, due to the lack of coordinating with the Center's staff, the Montpelier Center is not held responsible. A \$25 late fee will be assessed for each 30 minute increment the renter is late after the scheduled opening time.
5. Contract cutoff time is 12 midnight. A \$100 late fee will be applied for the first half hour beyond 12 midnight. Each additional 30 minutes after will result in a \$200 fee.
6. The Montpelier Center for Arts & Education is not held responsible for any items left in the hallway during library hours before an event.
7. The rental party is responsible for any damages caused by or to guests, catering, and any other contract employees of the rental party.
8. The renter and any vendor selected by the renter agree to comply with all fire and safety regulations.
9. There is safe, convenient parking for all guests in several lots surrounding the Montpelier Center including "Handicap" spaces. The gravel lot, beside the softball field, and the paved lots beside the building near Clazemont Road are available for use. Parking in the library lot, closest to the building, is only available after 2 p.m. Saturdays, after 6 p.m. Fridays and 9 p.m. Monday through Thursday.
10. If reserved and paid for, Friday decorating may only take place from 9-6 pm. All rehearsals and rehearsal dinners must be approved by the Montpelier Center staff.
11. The Montpelier Center will not be responsible for lost, stolen or damaged items left by the lessee during hours when the building is open to the public. This applies to Friday and Saturday setup, and anything left in the building before 2 pm on Saturdays is the sole responsibility of the lessee.
12. Rented dishes, utensils and glasses are not allowed to stay at the Montpelier Center for Arts & Education overnight unless other arrangements are made with the office. Used racks of dishes, utensils and glasses must be enclosed in garbage bags and tied up. Five bags are provided. Please bring your own if more are needed.
13. Adjoining rooms are not to be used unless prior authorization has been given. If these rooms are used during the course of the event a rental fee will be charged.
14. NO SMOKING is permitted anywhere inside the building.

Failure to conform to these guidelines may result in a fine to cover expenses incurred by the Montpelier Center for Arts & Education.

Wedding Professionals

Caterers

A. & C. Catering Service 804.883.5246

A Sharper Palate
804.553.0495, fax 804.226.9128
info@asharperpalate.com
www.asharperpalate.com

Defazio's Catering 804.337.9561
www.defazioscatering.com/index.html

Edwards Catering 804.262.1211
www.edwardscatering.net

Homemades by Suzanne 804.798.8331
kimberlysmills@comcast.net
www.homemadesbysuzanne.com

IK Catering 804.427.3663
brianthompson@ikcatering.com
www.ikcatering.com

Pick-Ups Plus Catering
804.740.5200 or 804.216.3229
www.pickupspluscatering.com

Traditions 804.337.8412
www.traditionsfinecatering.com

White House Catering 804.644.4411
thecitybar@yahoo.com

Florist

Flowers by Zoie 804.746.4039
www.flowersbyzoie.com

Flower Depot 804.798.8462
www.flowerdepot-ashland.com

Flower Girls, Inc. 804.440.0681
www.flowergirlsinc.com

Over The Top Wedding Designs 804.869.3477
www.overtthetopweddings.net

Hotels

Hampton Inn Ashland 804.752.8444
www.hampton-inn.com/hi/richmond-ashland

Holiday Inn Express Ashland 804.752.7889
www.hixashland.com

Wedding Cakes

A Cake To Remember 804.754.2084
www.acaketoremember.com

Wedding Photography

Robert Thomas Photography 804.266.5458
RTPhotography@comcast.net
www.robertthomasphotography.com

Rentals

Absolute Weddings and Events 804.350.8206
AWERentals@aol.com
www.absoluteweddingsandevents.net

The Prop Shop, Inc. 804.228.1100
ThePropShopSales@cavtel.net
www.ThePropShop.net

Party Perfect 804.359.2400
richmondsales@partyperfect.com
www.partyperfect.com

Classic Party Rentals 804.270.9544
www.classicpartyrentalsva.com

Wedding Videography

Sprack Media Productions, Inc. 804.304.1771
www.sprackmedia.com

United Wedding Productions 804.364.2033
www.unitedwedding.com

Wedding Planner

Celebrations of a Lifetime 804.837.2297 or 804.798.6337
www.christyharmonevents.com or www.harmanagain@aol.com

Liz Paulis Weddings 804.335.5851
www.LizPaulis.com

Music/Entertainment

Choice Entertainment 804.788.4603
www.choiceentertainment.com

Thompson & Blake Flute & Guitar 804.320.4736

Transportation

Down Under Limousine 804.784.4024
www.downunderlimousine.com

TNT Limousine 804.965.0990
danny@tntlimousine.com
www.tntlimousine.com

Local Churches

Bethany Baptist Church 804.883.6393

Church of Our Saviour 804.883.5943
www.churchofoursavioursmontpelier.net

St. Peters United Methodist 804.883.5596
www.stpetersumc.org

Western Hanover Church 804.883.5019
www.westernhanoverchurch.org