

*Hosting a Party at
Thomas Jefferson's Poplar Forest*



A Guidebook

Table of Contents

§ Introduction

§ Poplar Forest Rental Policy

§ Rental Fees

§ Required Procedures and Restrictions

Alcohol and Beverages

Catering Requirements

Children

Decorations

Deliveries, Curfews, Set Up, and Clean Up

Fees and Cancellations

Inclement Weather

Insurance

Invitations, Publicity, and Photography

Music

Parking

Pets

Smoking

Restrooms

Weddings and Rehearsals

§ Approved Supplier List/Rental Questionnaire

§ Facilities Use Agreement

§ Map and Directions

Introduction to Renting Poplar Forest

Poplar Forest is, first and foremost, a historic site and national landmark. Thomas Jefferson's Poplar Forest is owned and operated by a nonprofit group formed in 1983, to rescue the buildings and grounds for the educational and cultural benefit of the public. It has historic structures and grounds, which require special care to preserve and protect for future research and visitors. Poplar Forest may be rented for events but with the understanding that requirements differ from those of a hotel, country club, or restaurant.

Poplar Forest is a preservation work in progress. It is common to have restoration and archaeological work in progress throughout the year. Poplar Forest cannot guarantee the site will appear exactly or in any other condition as when the contract is signed.

It is important that you carefully read the procedures and policies before signing the rental contract. This rental guide is intended to answer questions in regard to hosting an event at Poplar Forest. After reading this guide in its entirety, if you feel Poplar Forest is a good match for your event, please contact Elise Paisant, Programs and Events Coordinator at 434-534-8110 or elise@poplarforest.org to check the availability for your desired date and time.

* Please be aware that the Program and Event Coordinator will not be involved in planning the event but will be available to offer guidance as needed.

Rental Policy

Poplar Forest is a unique site which served as the retreat home of Thomas Jefferson, third President of the United States. The Corporation for Jefferson's Poplar Forest offers rentals of the grounds and after hour's tours of the house, according to the guidelines listed below.

1. The protection, preservation, and public presentation of Poplar Forest's house and grounds are the central and primary focus of this rental policy. The Rental Policy and Facilities Use Agreement are subject to application and interpretation by and at the sole discretion of the President and CEO of Poplar Forest.
2. Poplar Forest cannot guarantee the grounds will look a certain way on the day of the rental. Because the Restoration of the house and grounds including archaeology are all ongoing processes, the grounds and house may be under construction at any point.
3. Individuals or groups may rent Poplar Forest, provided they meet all requirements stated in this rental guide. However, the Board of Directors and/or President for Poplar Forest, reserves the right to decline any rental request, which in their opinion compromises the site or its educational mission or for any other reason satisfactory to the Board and President at their sole discretion.
4. To protect the buildings and grounds and to ensure staff is not distracted from the primary mission of the site, rentals are available when Poplar Forest staff and facilities can appropriately accommodate them. Available dates will be determined after giving first priority to Poplar Forest events and educational activities.
5. At no time will an event be allowed to compromise the conservation process or the general public's access to and enjoyment of the site, as defined by the following:
 - ◆ Rental of the house is not allowed. Prearranged guided tours of the house may be offered during the event with appropriate prior notice if guides and staff are available.

- ◆ No special tour, private party, or event will be allowed to conflict with the regular schedule of public tours.
 - ◆ All events must take place after Poplar Forest closes to the public (4 p.m. January, February and 5 p.m. March-December)
6. Reservations will be considered up to one year in advance. Poplar Forest reserves the right to remove, without public notice, any unsecured date from the schedule. The Facilities Use Agreement found at the end of this guidebook is a general form of contract that will normally be used.
 7. All rentals of Poplar Forest require a signed contract, in which the renter acknowledges he or she has read and agrees to abide by the policies and procedures necessary to rent the property.
 8. The Corporation for Jefferson's Poplar Forest reserves the right to cancel any rental contract at any time, if the renter fails to abide by all requirements set forth in this guide, including without limitation, those outlined in the Required Procedures and Restrictions section. In the event of such cancellation, the Corporation also reserves the right to retain any rental fee and damage deposit paid. If the renter cancels the event after the contract has been signed the rental fee and damage deposit paid to date shall be retained by the Corporation, subject to reimbursement as detailed in the Fees and Cancellations section.
 8. Poplar Forest reserves the right to waive or alter any provision set forth in this policy or to impose other conditions and restrictions if, in its sole opinion, it is in the best interest of Poplar Forest.
 9. Poplar Forest's President will make all decisions deemed appropriate to the effective execution of this policy and all its requirements and procedures.
 10. The Corporation for Jefferson's Poplar Forest reserves the right to change this rental guide at any time and without notice.

Rental Fees:

Property rental for an event is \$3,500.00 payable to The Corporation for Jefferson's Poplar Forest.

The rental fee includes:

- ◆ Use of Poplar Forest grounds as defined by the Program and Event Coordinator
- ◆ Tours of the house for all guests attending (for a predetermined amount of time; provided adequate guides and staff are available)
- ◆ Staff time (Event Coordinator and additional staff as needed to assure compliance with these guidelines and to provide house tours). The fee does not include personnel for the event itself, such as caterers, musicians; wait staff, and the like.
- ◆ Electricity
- ◆ Museum Shop restrooms (cleaning prior to and at the conclusion of the event)
- ◆ Poplar Forest conference room and restrooms available for changing clothing
- ◆ Lawn mowing services within several days preceding the event

Note on Fees: The fee structure is based upon events lasting no more than eight hours. Events requiring additional hours will be charged an hourly rate for staff time.

Required Procedures and Restrictions

Alcoholic and Beverage Restrictions

⌘ Alcoholic beverages may be served at any event but the resale of such beverages, including cash bars, is prohibited.

⌘ Beverages of any kind (or food) are not allowed inside the house, Museum Shop, or any buildings on the property.

⌘ All ABC regulations of the state of Virginia apply to any event taking place at Poplar Forest. *If a caterer is not licensed to serve alcohol by the state of Virginia, the renter must obtain a special banquet license to serve alcoholic beverages.* Documentation must be submitted to Poplar Forest at least 7 days prior to the event. It is the renter's responsibility to assure all ABC regulations are strictly enforced while on Poplar Forest property.

Catering Requirements

⌘ The renter is responsible for all catering and related food and beverage costs, including ice, linens, china, tables, chairs, etc., any additional equipment, tents, and parking costs. (see parking)

⌘ The renter must use vendors and suppliers approved in advance by the Program and Event Coordinator or from our approved suppliers list. (see approved suppliers list)

⌘ All caterers must supply Poplar Forest with proof of certification by the Health Department of the State of Virginia at least 7 days prior to the event.

⌘ The client or caterer must provide all food storage containers and serving equipment.

⌘ Caterers are not permitted to use grills or stove tops on property.

Tents and other Rental Needs

⌘ Tents and other equipment may not be erected or delivered earlier than 48 hours before the event and must be removed within 48 hours after the event.

⌘ The largest tent allowed on the lawn is 40' x 60' and can only be placed in the middle of the South Lawn. Poplar Forest staff must be available on the date that tents are delivered. If tent set up is not cleared by Poplar Forest, the Renter will be held culpable for any damage to the property including to underground and overhead power, water, drainage, etc. lines.

⌘ Large tents (over 900 sq. ft.) require an inspection by the County of Bedford. Some rental companies will take care of applying for a tent permit for you, but others do not. You must check with the rental company at time of rental to ensure a tent permit and inspection are secured.

⌘ Poplar Forest is not responsible for the storage of any items on site. All on site storage must be prearranged with the Program and Event Coordinator.

Decorations

⌘ All decorations must be approved in advance by the Program and Event Coordinator. If candles are approved by the Program and Event Coordinator, they must be protected by hurricane globes with an attached base or in a votive holder. The renter will be responsible for damage caused by any decorations and will be subject to a damage fee.

⌘ All wedding paraphernalia must be confined to tent and ceremony area. There can be absolutely nothing hung or placed on trees, staked in grounds, etc.

⌘ Open flames (including sparklers, fireworks, lighters, etc.) are not permitted to be used anywhere on the property.

⌘ Deliveries should be made via the service entrance at 687 Poplar Forest Drive. It is the renter's responsibility to provide a copy of the directions and a map to Poplar Forest for all deliverers. Directions and a map are included in this guide and may be copied for this purpose.

⌘ There are no facilities at Poplar Forest for food preparation or clean up.

∅ All set up and clean up (with the exception of items listed in the next paragraph) must occur within the specified rental period. Poplar Forest must be left clean; any post clean up associated with the contracted event, performed by Poplar Forest staff will result in an hourly rate of \$400.00, with a one hour minimum charge. All food and beverages (alcoholic and non-alcoholic) must be removed immediately following the event (not left overnight). All trash must be bagged and deposited in the dumpster located near the exit on the property.

∅ The renter is responsible for final clean up between 7:00 a.m. and 9:00 a.m. the day following the event. Final clean up includes: tables and chairs broken down and neatly stacked; all decorations and flowers removed from the property; and any overlooked trash picked up and bagged.

∅ Neither renter, nor his/her guests, vendors, or others associated with the event will be allowed on the property prior to or after the specified rental time unless they are regular, paying guests or an appointment is made with the Program and Event Coordinator (with the exception of final clean up). This is for security purposes and the safety of the house, grounds, and visitors.

∅ No furniture, fixtures, fittings, or equipment which belongs to Poplar Forest may be moved and no electrical equipment of any kind may be connected without prior permission of the Program and Event Coordinator.

∅ The event must conclude by 10:00 p.m. and all vendors, guests, and other individuals supporting the event must be off site by midnight. **This curfew is strictly enforced.** An hourly fee of \$500.00 will be deducted from the damage deposit for any violation of this restriction. In cases when the renter is charged for damages or additional time which meets or exceeds the damage deposit, the renter will be billed for the remaining balance. This fee must be paid in full within 7 days.

Fees and Cancellations

∅ To confirm all event reservations, one-half the rental fee of \$3,500.00 is required at the time the signed contract is received. Checks must be made payable to The Corporation for Jefferson's Poplar Forest. The remaining one-half of the rental fee shall be paid not less than 30 days before the Event.

⌀ All renters are required to submit a \$500.00 damage deposit, which must be received at the time the contract is signed. This payment is to be separate from the rental fee and must be in the form of a check. The damage deposit will be refunded to the renter within 14 days following the event, minus any charges for overtime, cleanup, damage to, or theft of Poplar Forest property.

⌀ For cancellations received 30 days or more prior to the event, the rental fee will be returned by mail within 14 days, less a 10% administrative fee. The damage deposit will be returned in full by mail, within 14 days.

⌀ Cancellations made 29 days or less prior to the event will result in forfeiture of the entire rental fee paid to date. The damage deposit will be returned by mail, within 14 days.

⌀ At least one Poplar Forest staff member will be on site during the event to ensure compliance with all regulations and rules and to offer guidance as needed.

⌀ Poplar Forest reserves the right to terminate, at the renter's forfeiture of rental fees and damage deposit, any rental reservation, at any time if the renter is found to be in noncompliance with the rental policy or procedures. In such event, the renter shall forfeit rental fees and the damage deposit as liquidated damages. Should an event become disruptive, Poplar Forest staff reserves the right to contact the proper authorities.

Cancellations Resulting from Weather or Other Circumstances

⌀ Poplar Forest is not liable for loss or reimbursement of the fees when the renter cancels due to inclement weather, other acts of nature, or circumstances and events other than cancellation by Poplar Forest. It is important the renter discuss a contingency plan for inclement weather, transportation difficulties, natural or other disruptions with the Program and Event Coordinator.

⌀ In situations where Poplar Forest must cancel an event due to circumstances which it determines preclude the event, (such as severe storm damage, electrical, or plumbing problems) the renter will be mailed a check for the full amount of the rental fee, within a week of the cancellation.

Insurance

⌘ All individuals, vendors, and organizations renting Poplar Forest must provide proof of liability insurance at a minimum of \$1,000,000.00. The Corporation for Jefferson's Poplar Forest shall be a named insured, as its interests may appear, in the insurance contract. The renter must have in effect, while on Poplar Forest property, bodily injury and property damage insurance with \$2,000,000.00 in the aggregate. The renter shall provide Poplar Forest with a certificate or certificates of insurance and such other evidence as it shall require, of the insurance specified herein at least 14 days prior to the event. Such insurance shall protect Poplar Forest against all liabilities, cost, or damages, which might occur on Poplar Forest property, during the renter's event. The renter agrees to indemnify and hold Poplar Forest harmless against all liabilities, cost, and damages to Poplar Forest whether or not such insurance is in effect or applicable, wholly or in part. In addition, the renter agrees to indemnify and hold Poplar Forest harmless against all liabilities, cost, and damages to Poplar Forest property arising out of any violation of the terms of this agreement or of any applicable laws, ordinances, or regulations by the renter, their caterer, employees, guests, or agents.

Publicity

⌘ All published references to the scheduled event must list the organization's name in full, "The Corporation for Jefferson's Poplar Forest," upon first reference. All subsequent references may use the term "Jefferson's Poplar Forest." A copy of the press release or other media related announcement must be received and approved by the Program and Event Coordinator at least 2 weeks prior to distribution.

Invitations

Invitations may use the term "Jefferson's Poplar Forest" to reference the event's location. A copy of the invitation must be received and approved by the Program and Event Coordinator at least 2 weeks prior to distribution.

Music

⌘ Requests to use music at any event must be approved in advance by the Program and Event Coordinator. Live or amplified music is not allowed after

10:00 p.m. and must be kept at a reasonable level throughout the event, due to the close proximity of private homes.

Parking

⌘ Poplar Forest has ample designated parking and handicapped spaces available for guests. Parking is not permitted along the driveway or in areas not designated for parking. Vehicles are not to block access for fire and rescue vehicles. If more than 50 cars are expected at the event, the renter must provide at its expense a parking attendant or a person to direct traffic.

⌘ Parking on the lawn adjacent to the house is not allowed. Suppliers may drive onto the lawn to unload with prior permission from the Program and Event Coordinator and must immediately move their vehicle(s) to one of the visitor parking lots after unloading.

⌘ The renter will pay the cost of restoring lawns damaged by vehicles of the renter, guests, caterers, or other service vendors.

⌘ If an evening event is scheduled, tower lights are required. They are necessities for the parking areas. (see approved supplier list)

Pets

⌘ Pets are not allowed on the property with the exception of service animals.

Smoking

⌘ Smoking is not allowed in the historic areas on the property. The renter is responsible for ensuring that their guests use the designated smoking areas as defined by the Program and Event Coordinator. The renter is also responsible for the proper disposal of all cigarettes and cigars.

Restrooms

⌘ Restrooms are located adjacent to the Museum Shop. Events in excess of 200 guests will require the rental of a portable toilet. (see approved supplier list)

Weddings, Rehearsals, and Related Photography

⌘ The north portico may be used for the wedding ceremony with prior approval of the Program and Event Coordinator.

⌘ Wedding party members and/or guests on the north portico may not exceed twelve.

⌘ The throwing of rice, birdseed, confetti, flowers, or other loose material is prohibited anywhere on site.

⌘ Wedding rehearsals must be scheduled in advance with the Program and Event Coordinator and are limited to one hour. Rehearsals are allowed Monday through Friday and must take place between 5:00 p.m. and 7:00 p.m. Rehearsals are normally not permitted during regular business hours. Some exceptions may apply with prior permission. The renter is responsible for clean up after a rehearsal. Rehearsal dinners or rehearsal receptions are considered a separate event and require an additional rental fee of \$3,500.00.

⌘ Wedding photography, on the grounds, will be permitted during the event. Photography is not allowed inside the main house. Wedding photography on any other day may be arranged with the Program and Event Coordinator for a fee of \$100.00 per hour and must be paid upon conclusion of the photo session. The Program and Event Coordinator or other staff member must be present during the photo shoot. The exterior fabric of the house is delicate, therefore touching or leaning on any part of the house is not permitted.

⌘ Poplar Forest will make available a small conference room for the wedding party to change provided advance notice is given to the Program and Event Coordinator.

Approved Supplier List

Caterers:

Avenue Foods	(434)845-2692
Babcock House	(434) 352-7532
Blue Ridge Catering	(540) 982-7700
Charley's Restaurant	(434) 237-5988
Isabella's Italian Trattoria	(434) 385-1660
Meriwether Godsey	(434) 385-3670
Patsy's Catering	(434) 352-2041
Peakland Catering	(434) 384-2200
Purple Door Catering	(434) 386-8655
Silver Pig Barbecue	(434) 846-5676

Tents and Equipment Rentals:

Aztec Rentals	(434) 385-5116
Bay's Disposal	(540) 871-0107
Discount Portable Toilets	(434) 929-2323
Overstreet Hardware	(434) 385-5150
Pearson Equipment Company (tower lights)	(434) 845-5981
Skyline Tent Company	(434) 977-8368

* Please contact the Program and Event Coordinator regarding additional suppliers.

Rental Questionnaire

Name of Renter: _____ Best Contact Phone: _____

Address: _____

E-Mail address: _____

Contact Person for Event: _____ Contact's Cell: _____

Date of Event: _____ Time of Event: _____

Type of Event: _____

Expected Number of Guests: _____ Expected Arrival Time for Guests: _____

Length of Event: _____

If Applicable - Weddings:

Rehearsal Date and Time: _____

Time of Ceremony: _____ Time of Dinner: _____

Please select all that apply to your event:

House Tour Alcoholic Beverages Rental Tent

Sit Down Meal Buffet Meal Hors d'oeuvres

If applicable - Please indicate time food will be served: _____

Vendor Information:

Name of Caterer: _____

Caterer's Phone Number: _____ Arrival Time: _____

Caterer's License: _____ Caterer's Insurance Certificate: _____

Name of Florist: _____

Florist's Phone Number: _____ Arrival Time: _____

Name of Photographer: _____

Photographer's Phone Number: _____ Arrival Time: _____

Band/DJ/Musician's Name(s): _____

Musician's Phone Number: _____ Arrival Time: _____

Bakery Name: _____

Phone Number: _____ Arrival Time: _____

Rental Company: _____

Phone Number: _____ Arrival Date and Time: _____

Other Vendors: _____

FACILITIES USE AGREEMENT

THIS FACILITIES USE AGREEMENT, dated _____, 20____, between THE CORPORATION FOR JEFFERSON'S POPLAR FOREST (Poplar Forest) and _____ (Renter) recites and provides:

A. The Renter desires to use Poplar Forest facilities on _____, 20____, between 5:00 p.m. and 10:00 p.m. for the sole purpose of a _____.

Such use of Poplar Forest facilities is referred to in this Agreement as the "Event."

B. Poplar Forest is willing to permit the Renter to use its facilities for the Event upon payment of the rental fee set forth herein and upon execution of this Agreement and performance of its terms by the Renter.

C. Renter understands that the appearance of the Poplar Forest facilities may change from the date of this Agreement and from time to time thereafter as restoration and archaeological work or other circumstances change.

D. Renter has received, read, and fully understands the Guide Book entitled "Hosting a Private Party at Thomas Jefferson's Poplar Forest" and is willing and able to comply in all respects with its provisions. Such provisions are referred to in this Agreement as the "Guidelines and Requirements".

WHEREFORE, Poplar Forest and the Renter agree as follows:

1. Rental Fee and Damage Deposit. Poplar Forest will permit use of its facilities for the Event and the Renter shall pay for such use the total amount of \$ 3500.00 as a rental fee. The Renter shall further pay Poplar Forest a damage deposit of \$500.00 to be returned to Renter following the Event, unless used as specified in the Guidelines and Requirements. One-half the rental fee and the full damage deposit shall be paid to Poplar Forest upon execution of this Agreement. The remaining one-half of the rental fee shall be paid not less than 30 days before the Event.

2. Use and Limitations of the Event. The Renter shall use Poplar Forest facilities for the sole purpose designated in section "A" above. The Event shall be a private function and may include only members, employees or guests of the Renter. Renter may not assign this Agreement or use of the facilities to any other person, entity, or organization. Guided tours of the Poplar Forest house may be arranged in advance at the Renter's request. Poplar Forest will designate a staff person as a contact for the Renter. The Poplar Forest staff person will not be responsible for planning the Event but will be available to offer guidance.

3. Cancellation. If the Renter cancels the Event 30 days or more before the Event for reasons other than COVID-related concerns, the rental fee paid to Poplar Forest, less an administrative fee of 10%

of the full rental amount, will be refunded to the Renter, together with the full damage deposit. If the Renter cancels the Event 29 days or less before the Event for reasons other than COVID-related concerns, one half of the total rental fee paid, or to be paid, to Poplar Forest pursuant to paragraph 1 above will be refunded to the Renter, together with the full damage deposit, unless used in accordance with the Guidelines and Requirements. Subject to the foregoing, Poplar Forest shall not be liable for any loss or damages or for refund of fees when the Event is canceled because of, or affected by, inclement weather, other acts of nature, or circumstances or events other than cancellation by Poplar Forest.

Poplar Forest shall have the right to cancel the Event because of circumstances which it determines preclude the Event or would be detrimental to the interests or health of Poplar Forest and the Renter. In the event of cancellation by Poplar Forest or the Renter in light of COVID-19 health risks, all rental fees and the damage deposit paid to Poplar Forest will be refunded to the Renter.

4. Compliance with Guidelines and Requirements. The Renter shall comply fully with the Guidelines and Requirements. In the event that Poplar Forest determines in its sole discretion that Renter has not complied with, or is not complying with, the Guidelines and Requirements or otherwise with this Agreement, Poplar Forest shall have the immediate right to cancel the Event or to take other remedial action, and Renter shall bear all loss or damage resulting therefrom. The rental fee shall, in such event, be retained by Poplar Forest and the damage deposit returned only in accordance with the Guidelines and Requirements.

5. Compliance with Governmental Requirements. The Renter shall comply fully with all governmental laws, regulations, or other requirements. In particular, and without limitation, the Renter shall be responsible for the service of alcohol and must obtain a one-day Alcoholic Beverage Control license from the state of Virginia or demonstrate other authority to serve alcohol obtained through a caterer or other means. In the event that Poplar Forest determines in its sole discretion that Renter has not complied with, or is not complying with, applicable governmental laws, regulations or other requirements, including COVID-19 guidelines, Poplar Forest shall have the immediate right to cancel the Event or to take other remedial action, and the Renter shall bear all loss or damage resulting therefrom. The rental fee shall, in such event, be retained by Poplar Forest and the damage deposit returned only in accordance with the Guidelines and Requirements.

6. Caterers, Vendors, Suppliers. The Renter shall use only caterers, vendors, and suppliers approved by Poplar Forest as provided in the Guidelines and Requirements. Poplar Forest shall have no responsibility to caterers, vendors, suppliers, or other third parties used by Renter in connection with the Event.

7. Damages, Losses and Third Party Responsibility. The Renter shall be responsible for all losses, damages, injuries, or other obligations or liabilities relating to the Event, including without limitation those caused or incurred by Renter's guests, employees, members, agents, service suppliers, vendors, or contractors. The Renter shall indemnify and save Poplar Forest harmless from any and all such losses, damages, injuries, or other obligations and liabilities. The Renter shall be responsible to Poplar Forest for loss or damage to Poplar Forest property and shall pay for all necessary repairs, consultations, or replacement relating to such loss or damage.

8. Insurance. The Renter shall provide insurance in accordance with the Guidelines and Requirements and shall provide certificates of insurance and such other evidence of compliance with this paragraph as Poplar Forest may require, not less than 14 days before the Event.

9. Unlawful Discrimination. Renter represents that it does not, and it shall not, practice or advocate unlawful discrimination based on race, creed, color, sex, national origin, age, or disability.

10. Clean-up after Event. The Renter shall clean up after the Event and restore the Poplar Forest facilities to their normal condition prior thereto in accordance with the Guidelines and Requirements. Renter shall pay for all clean-up performed by Poplar Forest staff after the Event at the rate of \$400.00 per hour, with a one hour minimum charge.

WITNESS the following:

THE CORPORATION FOR
JEFFERSON'S POPLAR FOREST

RENTER:

By: _____

By: _____

Title: Program and Event Coordinator

Title (if applicable): _____

Please mail payments to:
The Corporation for Jefferson's Poplar Forest
Attention: Program and Event Coordinator
P.O. Box 419
Forest, Virginia 24551-0419
Phone 434-525-1806 Fax 434- 525-7252

