

The Barns
at
Hamilton Station Vineyards

- **Are there any spaces available to rent for private functions and special occasions at The Barns at Hamilton Station Vineyards?**

Absolutely! The Stone Cellar in the lower level of The Barns is a beautiful space to rent for a wedding reception or for all types of corporate events and special occasions. The gorgeous tasting room with vaulted ceilings and rustic wood detail throughout along with the Stone Cellar is the favored space for wedding receptions and larger events. All of these spaces are available for a variety of private functions and special occasions.

- **What is the maximum number of guests you can accommodate in the Tasting Room and Stone Cellar?**

We can accommodate 130 seated guests comfortably in the Stone Cellar. 140 seated guests is our maximum capacity for a wedding.

- **How long can the event last? When can set up begin? What time does the event need to end?**

Event rentals at The Barns include up to seven and a half hours including set up and break down. Set up may begin one and a half hours before the event start time. The event may begin as early as 6 pm in the Tasting Room. Event break down will begin at 11 pm.

- **Is there any way to close the main Tasting Room earlier for an event?**

The Barns at Hamilton Station Vineyards is a winery first and foremost; our passion for our wine and our guests' experience is something that is very important to us. On Mondays thru Thursdays, we will be flexible with using the Tasting Room for larger events and weddings during day and evening hours. We will allow for Friday night weddings and events on a case by case basis.

- **Do you provide an Event Coordinator? What do the responsibilities include?**

Yes, we provide a professional Event Coordinator to answer any questions you may have during your planning process and work with your day of event coordinator and vendors to ensure they set up, break down and troubleshoot any potential problems.

- **Does the winery have a preferred vendor list?**

Yes, we have a preferred vendor list for all rentals and vendors such as catering, photography, florists, entertainment, limos, videography, and more. The only vendors you are required to choose from that list is your caterer. We offer three caterers to choose from and you are required to use one of them. However, if you do not we will charge \$450 to utilize another caterer.

- **Do you provide tables, chairs, linens, glasses that will be included in the price?**

For tables, chairs, linens, décor, you will work directly with your caterer from our preferred list. We have 15 beautiful farm tables for your use that will seat 8 people at each table for a total of 120 people and 6 round tables that will seat 10 people per table for a total of 60. Linens are not provided. Your caterer will provide the glasses during dinner hour and The Barns logo glasses will be used upstairs in the Tasting Room for cocktail hour and after dinner.

8. Can I bring in an outside caterer that is not on the winery's preferred vendor list?

We have selected three approved caterers that we have known for years and have also had success with events at our winery. We will however, for a fee of \$450, allow you to bring in an outside caterer. But, please be aware that outside caterers have yet to experience the enormous challenge of “flipping the room” as the winery converts the Tasting Room and Stone Cellar to a formal dining room, as well as orchestrate this exercise in a way that allows your wedding to run on time.

- **Is there a beverage minimum purchase required?**

Yes, there is a wine minimum required of one case of wine for every 25 people. Wine is discounted at 15% off the bottle price for weddings. Any wine purchased prior to the night of the event is offered at the discounted rate. Any wine purchased the night of the event is offered at full price. A case consists of 12 bottles per case and you are welcome to mix the cases.

- **Do I need a Liability Insurance Policy?**

Renter is required to carry a liability insurance policy for their event. This can be obtained through your various venues including a homeowners insurance policy or

through www.wedsafe.com. Renter MUST provide a Certificate of Liability Insurance 30 days prior to the event. Typically, through WedSafe the average cost is approximately \$165 for the policy.

- **Can we bring our own alcohol?**

You may bring your own bottled or canned beer and a signature cocktail by arranging the order through your caterer or purchasing directly. You will need to secure a One Day Banquet license from Virginia Alcoholic and Beverage Control (see here for application process: <http://www.abc.virginia.gov/licensing/banquet.htm>). Kegs are not allowed for your event. If you serve liquor, you will be required to hire a professional bartender from your caterer. No alcohol shots of any type will be permitted.

- **What is the rate for the venue, how much is the deposit, when is it due, and is it refundable? When is the final payment due?**

Our rates are \$4,800 for a Friday/Saturday/Sunday event and \$3,800 for a weekday event (Monday through Thursday). A 50% deposit of your total rental cost is due upon signing the contract. The remainder of the rental fee is due 90 days prior to your event. October rates are \$5,700 for a Friday/Saturday/Sunday event and \$5,100 for a weekday event (Monday through Thursday).

13. What is the cancellation policy?

The Barns at Hamilton Station cannot and will not be responsible for acts of God, weather, or any changes in your plans. As the Renter, you are responsible for all expenses incurred up to the wedding, and these expenses are non-refundable.

- All cancellations must be in writing.
- If cancellation is made more than six (6) months prior to the event, then fifty (50%) of the total rental fee paid will be refunded to the Renter.
- If cancellation is made less than six (6) months prior to the event, then the entire total is nonrefundable. However, the Damage Deposit will be refunded to the Renter.

14. Are there any additional charges we should be aware of such as a corkage fee, ceremony fee, or a service fee?

The only additional charge is a \$350 damage deposit check that we take with your deposit, if there are no damages to the property, your damage deposit will be destroyed the night of the event or returned within 14 days of your event, if requested. We have no additional or hidden fees. Everything is conveniently included in the rental price.

15. Can any discounts be applied to the rental fees?

Yes, we have non-peak pricing for Mondays through Thursday's.

- **If it's an outdoor ceremony, what is the backup plan if there is inclement weather?**

We have an indoor rain contingency plan by performing the ceremony inside the Tasting Room. You may make an inclement weather decision up until 4:00 the afternoon of the event.

- **Is there room for a live band to perform and/or a DJ?**

Yes, we have room for a live band and/or DJ and have excellent resources for you to book them from our preferred vendor list.

- **Is there a noise ordinance we need to be aware of?**

By 11 pm, all amplified sound must be turned off, but we ask that music be finished by 10:45 to ensure compliance.

- **Are there any restrictions for the photographer on the property?**

No, there are no restrictions for the photographer.

- **How much parking space do you have for guests?**

We have ample parking space to accommodate up to 100 cars. Due to alcohol consumption at the event, The Barns urges renters to provide transportation services for guests.

- **Is there space for the bride and groom to get ready? What is included in that space?**

Yes, we have a beautiful 108 year old farmhouse that includes a bridal room on property that is private and available to the Bridal party starting at 10:00 am the day of your event. It has couches, chairs, a fully working kitchen, one and a half bathrooms, and a full length mirror. The farmhouse is also heated and air conditioned.

- **Is a rehearsal time included the day before our wedding?**

Yes, you may schedule your rehearsal with Susan Pratt, Events Manager at The Barns, during our regular business hours Thursday-Sunday between 11am – 5pm. Depending on the timing of other events booked that day, Susan will advise you of the available timing for your ceremony rehearsal. Please keep in mind the winery is still open and our regular customers will be present. Following the rehearsal, guests are welcome to enjoy the winery!

- **Do you have bathrooms we can use indoors?**

There are two bathrooms downstairs for our guests use in our Stone Cellar. We also provide an outdoor bathroom option during the months of June through October.

For additional questions, please email Susan Pratt, Events Manager, at info@thebarnsathamiltonstation.com. We look forward to hosting your special event!