

CELEBRATE



• ESTD 1795 •

ROCK SPRING
RETREAT

WEDDINGS & EVENTS
www.rockspringretreat.com



OUR STORY

We're thrilled that you're considering hosting your special celebration at Rock Spring Retreat!

Our vision for this peaceful escape was formed just a few years ago while exploring venues for our own wedding. We wanted to find a place where we could spend quality time with friends and family, have a stress-free ceremony and reception on site without having to shuttle around to multiple venues, and be able to cherish the memories made over a long weekend instead of a quick one-day event. We think we've come up with something pretty great – and hope you do too!

Enclosed you will find more information about our event packages, but please reach out so we can help bring your dream celebration to life.

Cheers!
Tom Clark & Walt Cain
Owners & Operators

WHAT'S INCLUDED

Celebrations at Rock Spring Retreat can be tailored to meet your specific event vision and needs, but all of them include:

- A number of **unique outdoor and indoor sites** for ceremonies, receptions, cocktail parties, luncheons, and dinner parties among the manicured gardens, serene pastures, and rustic barns
- At least a **3-night stay before and after your event** for up to 10 overnight guests in the historic farmhouse that is full of character and charm.
- For wedding parties, **private spaces to get ready and relax** before the big ceremony.
- Concierge service to make your celebration and stay everything you imagined, including **event equipment and coordinating directly with vendors and event planners to handle all logistics** for you.





BEAUTIFUL SCENERY

Between the picturesque landscape and stunning sunsets, the natural beauty of Rock Spring Retreat is unparalleled. Celebration and photography sites include:

- The pasture and hayfield, set against a backdrop of rolling hills of grazing horses and the silo and barn of the working farm
- The boxwood maze garden and seasonal pond with picture-perfect views of the estate and grounds
- The grove of mature oak, magnolia, elm, and fruit trees under the glow of bistro lights
- The rustic red barn and white stable, which can also be used as prep spaces for caterers and vendors
- The front porch of the historic farmhouse or inside the charming library or dining room





RELAXING STAYS

Wake up and fall asleep where you celebrate! All event packages come with on-site accommodations for up to 10 overnight guests. The historic farmhouse includes:

- A fully-equipped kitchen, relaxing living room and sunroom, dining room with seating for 12, and delightful library
- 3 private bedrooms with comfy queen and king beds and 4 beautifully appointed bathrooms
- A private office and garden-level lounge, which both include sleeper sofas and are excellent suites for wedding parties to get ready





GETTING READY

The farmhouse features plenty of space and bathrooms for you and your wedding party to get ready for the special day.

The Bridal Suite

The second floor includes the primary bedroom with an en-suite private bathroom, a second bedroom with a shared bathroom, and an office with a built-in workspace perfect for hair and make-up.

The Groomsmen's Suite

The garden level includes a bedroom and full bathroom, a lounge with a wet bar featuring a refrigerator, ice maker, and coffeemaker, and separate entrances for the gentlemen to come and go without disrupting the bridal party upstairs.



CONCIERGE SERVICE

We bring more than a decade of event management experience to Rock Spring Retreat and want your special celebration to go smoothly and be stress-free. **All packages include the necessary event equipment – tents, tables, chairs, bars, and more – needed to host your special event.** We'll work alongside your event vendors to ensure all logistics are carefully managed so that you don't have to worry about anything. We offer:

- A recommendation list of local caterers and personal chefs, photographers, florists and decorators, transportation providers, planners and day-of coordinators, and nearby hotel accommodations for event guests.
- Coordination of delivery, set-up, and removal of additional, optional event equipment and décor.
- A small collection of outdoor chairs, folding tables, linens, lighting, audio equipment, and party supplies for your complimentary use.



PACKAGES & PRICING

2024 EVENT SEASON

We aim to be as transparent and cost-effective as possible in our pricing. All packages are customized based on your final guest count and unique equipment and décor needs, so the following packages provide example pricing based on wedding size.

| Micro Packages | | Standard Packages | | |
|--|--|---|---|--|
| Elopement Up to 20 Guests | Friends & Family Up to 40 Guests | Small Wedding Up to 80 Guests | Medium Wedding Up to 120 Guests | Large Wedding Up to 160 Guests |
| <ul style="list-style-type: none"> 3-night stay for up to 10 overnight guests in the historic farmhouse Up to 20 wooden garden chairs for ceremony seating Rustic farm tables & cross-back chairs for a dinner reception of up to 20 guests Shiplap bar & high-top cocktail tables Standard on-site event equipment (catering tables, linens, lighting, speaker/mic, etc.) Use of the rustic Red Barn in case of inclement weather | <ul style="list-style-type: none"> 3-night stay for up to 10 overnight guests in the historic farmhouse Up to 40 wooden garden chairs for ceremony seating Rustic farm tables & cross-back chairs for a dinner reception of up to 40 guests Shiplap bar & high-top cocktail tables Standard on-site event equipment (catering tables, linens, lighting, speaker/mic, etc.) Use of the rustic Red Barn in case of inclement weather | <ul style="list-style-type: none"> 3-night stay for up to 10 overnight guests in the historic farmhouse Up to 80 wooden garden chairs for ceremony seating 30 x 45 foot tent with small dance floor, bistro lights, & dimmable up-lighting Round tables with linens & cross-back chairs for a dinner reception up to 80 guests 2 shiplap bars & high-top cocktail tables Banquet tables for catering service Luxury portable restroom trailer with 2 toilets | <ul style="list-style-type: none"> 3-night stay for up to 10 overnight guests in the historic farmhouse Up to 120 wooden garden chairs for ceremony seating 30 x 75 foot tent with medium dance floor, bistro lights, & dimmable up-lighting Round tables with linens & cross-back chairs for a dinner reception up to 120 guests 3 shiplap bars & high-top cocktail tables Sweetheart/cake table Banquet tables for catering service Luxury portable restroom trailer with 2 toilets | <ul style="list-style-type: none"> 4-night stay for up to 10 overnight guests in the historic farmhouse Up to 160 wooden garden chairs for ceremony seating 40 x 80 foot tent with large dance floor, bistro lights, & dimmable up-lighting Round tables with linens & cross-back chairs for a dinner reception up to 160 guests 4 shiplap bars & high-top cocktail tables Sweetheart/cake table Banquet tables for catering service Luxury portable restroom trailer with 4 toilets |
| \$3,100 all-inclusive price | \$4,300 all-inclusive price | \$10,900 all-inclusive price | \$14,100 all-inclusive price | \$16,900 all-inclusive price |

ADDITIONAL PRICING DETAILS

Overnight Stays at the Historic Farmhouse

- The 3-bedroom, 2-den, and 4-bathroom farmhouse includes accommodations for up to 10 overnight guests.
- Additional nights can be added to any package, with rates starting at \$330 per weeknight.
- All packages require a 4-night minimum over holidays.

Event Equipment & Decor

All packages are customized based on your final guest count and unique equipment and décor needs. Additional options (pending availability) include:

- Wedding arches & backdrop walls
- Chandeliers and specialty lighting for tents
- Staging, custom dance floors, and A/V equipment
- Tent décor, draping, and sidewalls
- Additional table options, including rustic farm tables, rounds, and rectangular banquet tables
- Additional chair options, including white or wood garden chairs and gold or mahogany Chiavari dining chairs
- Additional bar and cocktail table options, including shiplap bars or wine barrel tables
- Fans & heaters
- Custom linens and food/beverage service equipment

Additional Requirements & Fees

- Event liability insurance is required for all events serving alcohol. Many home, auto, or renter's insurance providers can issue a supplement liability policy. If not, we recommend looking into [Eventsured](#), which can provide an event policy that protects you from liability for damages, injuries, and (if selected) cancellation. Pricing starts at \$100.
- Given limited parking available on site, shuttles are required for all events of more than 40 guests. We are happy to recommend local transportation services that can offer shuttles from/to nearby hotels or off-site parking.
- West Virginia sales tax (6%) is added to all packages.

On-Site Staffing & Support

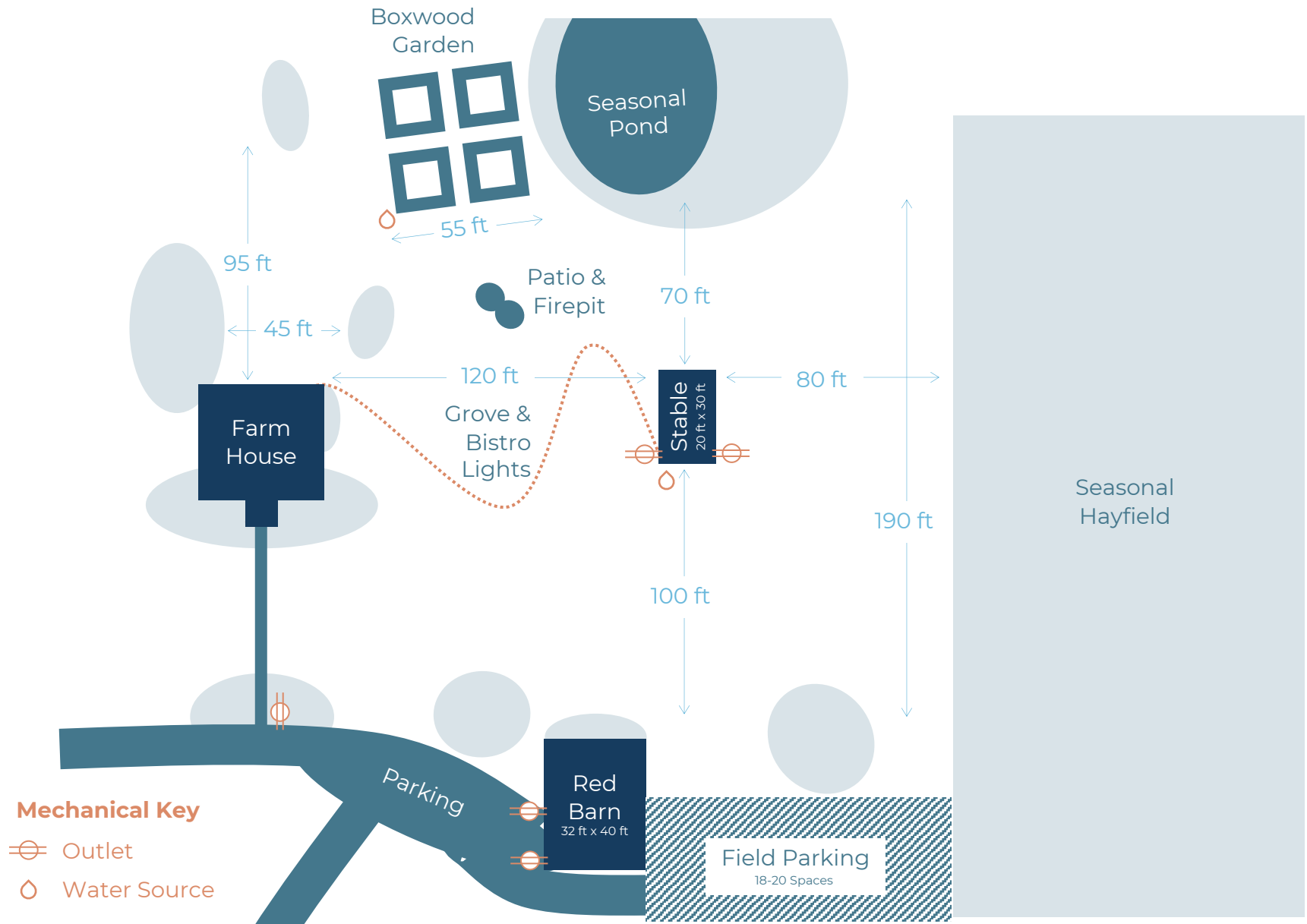
- We highly recommend hiring a wedding planner or day-of coordinator for events of more than 40 guests. We are happy to recommend local vendors that have experience hosting events at Rock Spring Retreat.
- Because we offer a full buy-out of the property during your stay, on-site venue support is not provided. However, we are happy to arrange additional staffing for housekeeping, set-up, clean-up, or other logistical support for an hourly rate.

Discounts

- Tuesday & Wednesday events are eligible for a \$250 discount on the standard event fee and a reduced minimum night stay.
- Active military, veterans, and educators are eligible for a \$250 discount on the standard event fee.

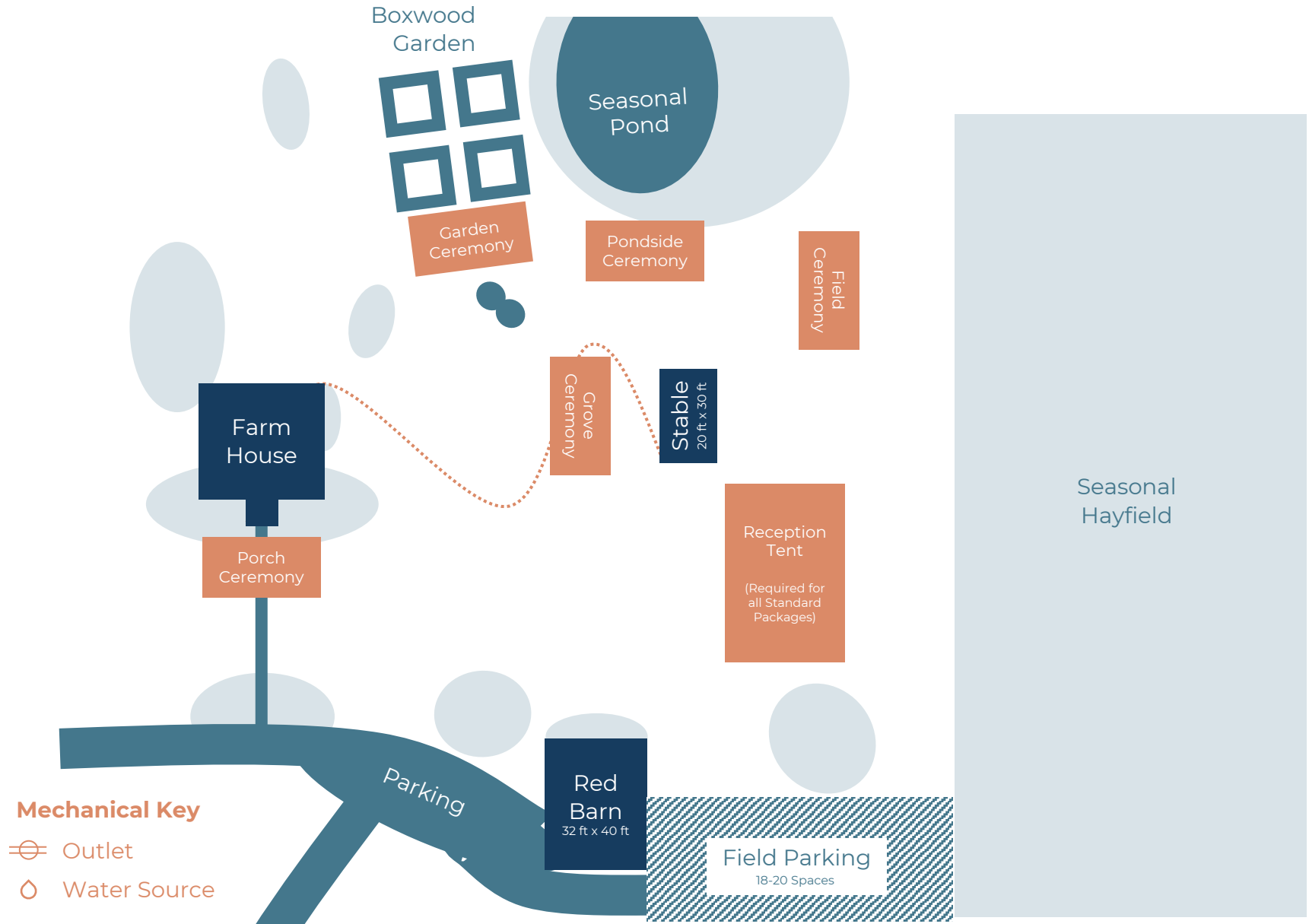
VENUE SPECIFICATIONS

THE GARDENS, GROVE, & PASTURE



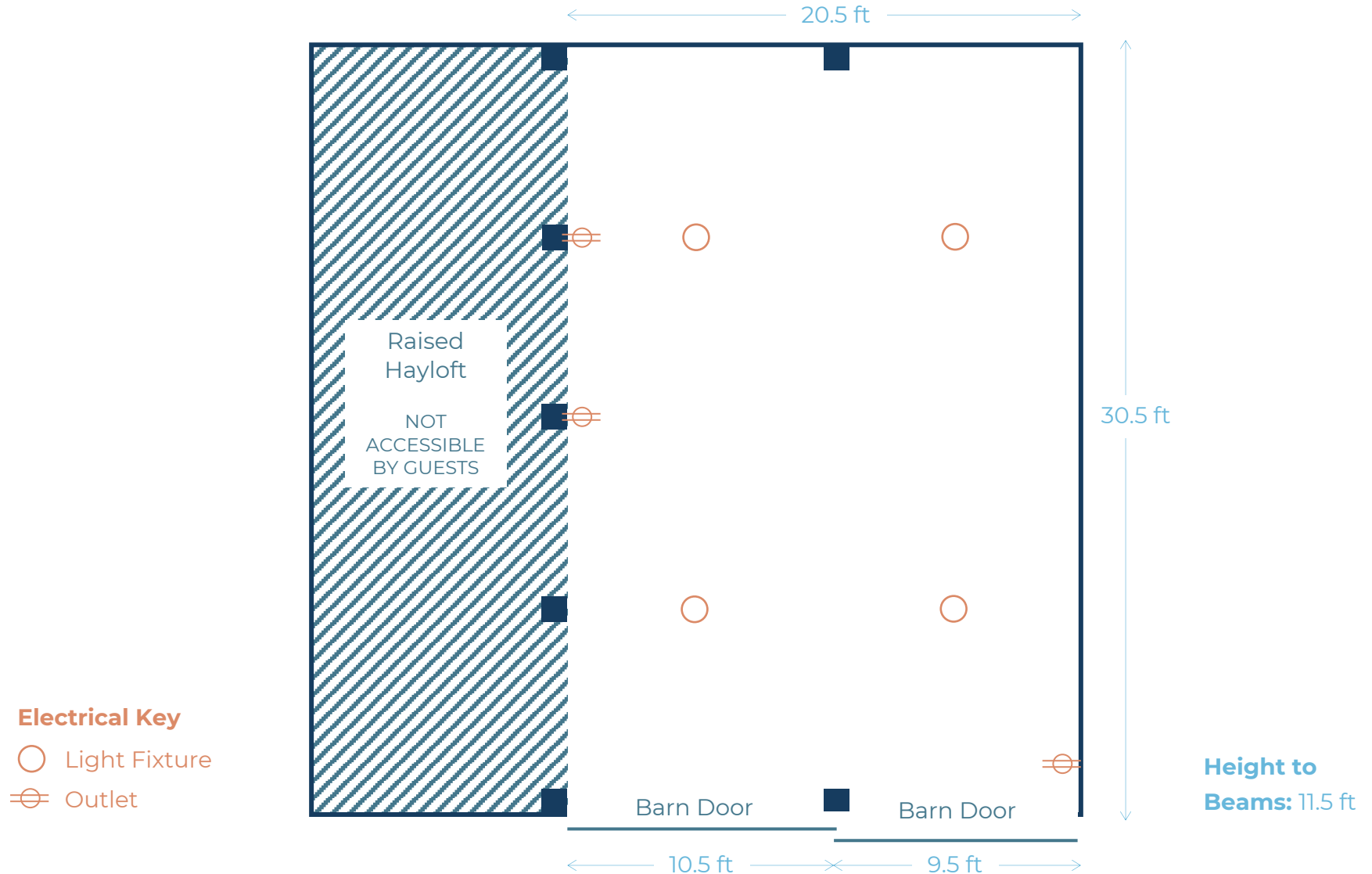
VENUE SPECIFICATIONS

THE GARDENS, GROVE, & PASTURE



VENUE SPECIFICATIONS

RUSTIC RED BARN



FREQUENTLY ASKED QUESTIONS

Can I select my own caterer and vendors?

Of course! We're happy to provide a list of recommended event partners who operate in the area and are familiar with events at Rock Spring Retreat, but there are no limitations on who you hire to produce your dream event.

Can we provide our own alcohol?

You are certainly able to serve and consume alcohol to your guests over the age of 21; however, you are not permitted to *sell* alcohol on the property. Please check with your caterer to see if they require that you purchase alcohol through them.

Is it possible to extend our stay longer?

Absolutely. Please let us know if you'd like to add nights before or after your reservation!

Are there any additional fees?

All packages are customized to meet your specific needs and guest count. The only fees charges *not* included are West Virginia sales tax (6%) and the cost of additional event equipment and décor. Please reach out to discuss your needs and we will provide transparent, up-front pricing.

Are there any specific hosting requirements?

A tent and portable restrooms are required for all events of more than 40 guests (included in your package). Additionally, given limited parking available on site, shuttles are required from/to nearby hotels or off-site parking. Event liability insurance is required for all events serving alcohol.

How late into the night can my celebration last?

In accordance with county regulations, all alcohol service and amplified sound must cease by 10:30 pm. All guests who are not approved to stay overnight on the property must depart Rock Spring Retreat by 11:30 pm.

Do you allow decorations?

Yes, just nothing permanent. You are welcome to decorate the farmhouse and grounds to fit your needs with any decorations that can be removed, without any harm to the venue. No nails, staples, tapes or glues that leave a sticky residue, or glitter that will stick around for years to come. All decorations must be cleaned up and removed prior to check-out.

Are there any parts of the property that are off limits?

Unfortunately, yes. Rock Spring is a working farm, so guests are not permitted into the fenced areas where the horses and cattle are housed or beyond the hay bales in front of the operating barn and silos. Additionally, access to the historic stone spring house is strictly prohibited.

Are candles, smoking, or other open flames allowed?

Outdoors, yes. But candles, smoking, and flames are strictly prohibited within the farmhouse, barn, and stable.

Is the venue wheelchair accessible?

Given the historic nature of the home, it is unfortunately not ADA compliant. The ground in the pasture and grove is uneven and may not be easily accessible to guests with disabilities.



WHAT'S NEXT?

- **Contact us** at rockspringretreat@gmail.com. Please share a bit about your event vision, size, and desired dates and we will prepare a quote and schedule a visit for you to see the property for yourself, if you'd like.
- **Reserve your dates** by completing a rental agreement and making a 35% deposit. At that point, we'll begin working with your vendors and partners to help bring your event to life.
- **Get ready for a memorable celebration** at our little slice of *Almost Heaven*!

