



## 2011 & 2012 FREQUENTLY ASKED QUESTIONS

- ***May I hold a date and is there a fee for doing so?***  
You may hold a date free of charge for 7 days.
- ***What is the booking process?***  
After the hold process, you may proceed to contract. At this time, a \$250 contracting fee is required. This fee is applied towards your rental if you proceed with the contract. If you do not proceed with the contract, the fee is forfeited. Upon contract signing, half (50%) of the rental plus 5% sales tax is due. The remainder of your rental and tax, plus a refundable security deposit, is due 30 days before your event.
- ***What is the security deposit?***  
The security deposit is \$1,000 and is fully refundable after the event if there are no contractual violations.
- ***What is the cancellation policy?***  
In the event that the renter cancels the reservation 12 months or more prior to the rental date, the entire deposit is refundable, less a \$250 administrative fee. In the event that the Renter cancels the reservation *less* than 12 months prior to the rental date, all payments are forfeited with the exception of the security deposit (\$1,000). **If the canceled rental date is rebooked, all deposits will be refunded, less a \$250 administrative fee.**
- ***What is included?***  
Your rental includes an 8 hour minimum block of time. Rental times include a *minimum* 2 hour set up and *minimum* 1 hour breakdown for your caterer and other vendors. Your rental also includes tables, inside chairs, outside chairs (for use on terrace), and a dance floor (see "Item's Furnished" document for specifics); 6 portable benches, wireless microphone & stand, podium, portable projection screen (100" frontal projection, wide screen design), ample parking, one year garden membership (provided after event), rehearsal (subject to availability), guidance through the planning process, event staff or Rental Supervisor for day of the event, and access to 95 acres of botanical gardens during regular operating hours.
- ***What are "In Jurisdiction" and "Non Jurisdiction"?***  
"In Jurisdiction" refers to clients that reside in NVRPA Jurisdictions and are therefore eligible for a discount. Jurisdictions include Arlington, Fairfax & Loudoun Counties; Cities of Alexandria, Fairfax & Falls Church. "Non Jurisdiction" refers to clients who reside outside of NVRPA Jurisdictions and are not eligible for a discount.

- ***Are there any other discounts available?***  
The Atrium offers off season discounts of 25% in January and February as well as 20% in March.
- ***Is there a waiting list?***  
The Atrium does not have a waiting list. All dates are filled on a first come first serve basis. Please feel free to check back as frequently as you would like for current availability.
- ***What are the catering options?***  
All catering arrangements are handled by Great Blue Heron Catering (NVRPA) at 703-255-3631 X104 or AtriumEvents@nvrpa.org.
- ***What is the maximum capacity?***  
The Atrium has a maximum capacity of 190 guests seated. The capacity includes area for a dance floor, DJ or band, buffet, bar(s), gift table, place card table, and cake table. However, the capacity varies depending upon the event set up.
- ***What are the available time blocks?***  
Because of the fact we only allow one event per day, you may choose a time block that will best suit your needs. However, it may never exceed the curfew. The curfew is 11pm on Sunday-Thursday and 1am Friday, Saturday, and any day followed by a federal holiday.
- ***Where are ceremonies permitted?***  
Ceremony locations are inside the Atrium, the Atrium terrace, and any of the three gazebos on the property. Seating is **not** permitted at the gazebos, aside from pre-existing benches. No other areas of the gardens are acceptable for ceremonies.
- ***Is tenting allowed?***  
Tenting of any kind is strictly prohibited.
- ***What happens in cases of inclement weather?***  
Any activities planned to take place outside would be moved inside The Atrium. There are several options for a back up plan and one would be predetermined prior to the event.
- ***Does the Atrium allow storage before or after my event?***  
The Atrium does **not** permit storage of any kind before or after your event.
- ***Are there any restrictions on alcohol?***  
Alcohol is permitted within your rental area *only*. Alcohol must be served by your caterer at all times. There are no restrictions on the types of alcohol permitted. The renter agrees to obtain all alcohol service and product through Great Blue Heron Catering. In the event the renter uses an outside caterer, all alcohol service and product must be obtained through Great Blue Heron Catering.
- ***Are there any restrictions on music?***  
Amplified sound is not permitted outdoors (with the exception of ceremony music).
- ***Are candles permitted?***  
Votive candles and candles enclosed by globes and hurricanes or something similar are permitted. Locations of candles must be approved in advance.