

Frequently Asked Questions for Carlyle House Rentals

What is the booking process?

Prospective renters are asked to visit for a rental tour. A deposit of half the base rental amount is necessary to hold the date. The remainder of the rental fee and security deposit will be due no later than 30 days prior to the rental.

When do you rent?

The Carlyle House rents during the months of April through October. We are available 7 days a week 6:30 pm to midnight. If you wish to start before 6:30 pm, extra hours can be purchased for \$525 per hour plus tax.

What is your cancellation policy?

In the event that the renter cancels the reservation 180 days or more prior to the rental date, twenty-five percent (25%) of the initial down payment will be forfeited. In the event of a cancellation less than 180 days, but more than thirty (30) days prior to the rental date, fifty percent (50%) of the initial down payment will be forfeited. In the event of a cancellation less than thirty (30) days prior to the rental date, the renter forfeits the entire initial deposit. The renter must provide the Carlyle House with written notification of cancellation. If the canceled rental date is rebooked, all deposits will be refunded, less a \$100 administrative fee.

What is the security deposit?

The security deposit is \$500 and is fully refundable after the event if there are no contractual violations.

What is included in the rental?

For a full rental: You have exclusive use of the grounds and house for the duration of the rental and there are staff at the house during the event. The event will take place on our Magnolia Terrace which has electrical power and is tented. The tent has sides that can be used in inclement weather. You can start your event at 6:30 pm. Caterers are allowed in 2 hours prior. Carlyle House does not provide table or chairs, that is your responsibility. All trash and other items that are used for the event are to be removed by midnight of the rental.

For a Ceremony Only rental: You have exclusive use of the grounds for 2 hours. In case of inclement weather, you may use the tented terrace. There will be staff at the house during the event. All chairs, trash, etc. must be removed within that time frame.

What is allowed in the house?

The house is open for guests to visit, however: food, drinks, flowers, pictures or ceremonies are **not allowed** in the house.

What is the maximum capacity?

The maximum capacity on the terrace is 100 people for a stand up reception and of 75 for a seated affair.

What are the catering options?

Carlyle House does not require the use of a specific caterer. We do require that the caterer you use provide us with documentation of their insurance and they must do a site visit prior to the event. We will provide a list of caterers that have worked here in the past.

What is the policy about serving alcoholic beverages?

Alcoholic beverages are allowed to be served, however the NVRPA caterer, Blue Heron Catering, must be used for this purpose and NVRPA policies must be followed. A price list is available upon request.

Are there any restrictions on music?

Amplified music is **not** allowed. We do have a list of acoustical musicians that have worked here in the past. No DJs or singers with microphone or CD players are allowed

What activities are allowed in the garden?

No chairs or tables are allowed on the grass. They can be placed on the brick walkways. Food and drink are allowed in the garden. There is no electricity in the garden.

What are our parking options?

Carlyle House does not have dedicated parking facilities. However, there are two parking garages within walking distance, one across the street from the entrance on North Fairfax and one directly behind the house on North Lee Street. There is **one** parking space adjacent to the house for the caterer.

When are your rental tours?

Rental tours are by appointment and normally scheduled for 12:45pm on Saturdays and 1:45pm on Sundays. Weekday tours are available.

How do I contact you?

You can reach us at 703 549-2997 or Carlylerentals@nvrpa.org.

PRICE LIST FOR ALL RENTALS 2010

Wedding 2010 Prices

\$3,000 + Tax (\$150) = \$3,150 + \$500 Sec. Deposit (Refundable)
½ (\$1,575) is due at contract signing

Wedding 2010 District Prices

\$2,400 + Tax (\$120) = \$2,520 + \$500 Sec. Deposit (Refundable)
½ (\$1,260) is due at contract signing

Extra Hours

\$525 per hour + tax (\$26.25) = \$551.25

Business 2010 Prices

\$2,200 + Tax (\$110) = \$2,310 + \$500 Sec. Deposit (Refundable)
½ (\$1,155) is due at contract signing

Business 2010 District Prices

(Includes Rehearsal Dinners)

\$1,800 + Tax (\$90) = \$1,890 + \$500 Sec. Deposit (Refundable)
½ (\$945) is due at contract signing

(In district includes: Alexandria, Arlington Co, City of Fairfax, Fairfax Co., Falls Church, Loudon Co)