



THE  
MARKET  
*at Grelen*



## **BOXWOOD VILLA - IMPORTANT POLICIES**

*Please note: This document does not replace the full signed contract, but highlights some of the important details. Please re-read the contract to fully understand all of the rules. Please do not hesitate to ask the Director Events questions about our policies.*

### **ALCOHOL**

If alcohol is served, it is a requirement to provide hired transportation for your out-of-town wedding guests. With the exception of the alcohol used by the Catering Company, no outside alcohol is allowed on Grelen Property. Alcohol must be served by a hired vendor- guests can not serve themselves! It is the responsibility of the client to provide an ABC license for the event.

### **SMOKING**

Grelen Properties are non-smoking facilities. If the client wishes to have a cigar bar or any other smoking activity of significance, they need to obtain written permission from the Director of Events. The Director will also specify where smoking will be permitted on the property. If cigarette butts from your catering crew and/or clients have to be cleaned up the day after the event, we will keep a portion of your security deposit to cover our cleanup costs.

### **PARKING, LIGHTING TOWER & TRANSPORTATION**

Parking is permitted in the designated parking spaces around The Boxwood Villa. The Boxwood Villa grass lot to the right of the driveway is available for guest parking. If this lot is used, it is recommended that the client rent a parking light for guests' safety. If there are very wet conditions, every effort must be made not to damage the lawn. All parking plans must be pre-approved by The Market at Grelen Events Director.

**Please don't forget...for you and your guests safety, if alcohol is served at the event, Bus/Shuttle service must be offered to all out-of-town guests!**

### **RAIN PLAN**

Clients must have a plan in place in case it rains. A tent must be put on hold and rented if it rains. It can only be placed in the large flat lawn area to the left side of the house. Sides are suggested for extremely bad weather. The plan must be agreed upon at the walk-thru 30 days before the event.

## WAIVERS & FORMS

### CHECKLIST

1. ABC LICENSE (Caterer or Client Provided)
2. Certificate of Insurance
3. DJ/Band Sound Agreement
4. Catering/Planner Agreement
5. Other Vendors - Liability form

It is the **responsibility of the planner and the client** to turn in the Certificate of Insurance, ABC license, and signed liability waivers to the Grelen Events Team at least 7 days prior to the event.

**IMPORTANT** - The certificate of insurance must name The Market at Grelen, Inc., Garland Holdings LLC, and Spottiswoode Lodge, Inc. as additionally insured. This certificate can be a one-day rider on the Client's homeowner's or renter's policy or a stand - alone wedding policy, such as those offered at [www.wedsafe.com](http://www.wedsafe.com) or [www.ewedinsurance.com](http://www.ewedinsurance.com) (see contract for details).

### PLANNERS & CATERERS AGREEMENT

To prevent deductions from the Client's refundable deposit, please be sure each item is completed by conclusion of clean up. The following items are ultimately the responsibility of the CLIENT. The Client's full service caterer agrees to handle these responsibilities for the client. If the caterer leaves the premises before any of these items are finished, clean up charges will be deducted from the client's refundable deposit.

1. All Tables & Chairs must be re-stacked and left under the coverage of the event tent, unless other directions are provided by the rental company (these plans must be approved by the Grelen Director of Events)
2. All areas onsite where guests were present must be bussed by catering staff. These areas include the event/reception tent, outdoor spaces on the property, as well as inside the home.
7. Dispose of all trash (all trash from the event must be hauled away by the caterer)
8. Return Boxwood Villa fixtures or lounge furniture back to their original locations
- 9. Prior to leaving the property, the Caterer must do a final walk through with Grelen MOD and/or the Client's Event Planner.**

### DJS & BANDS - SOUND POLICY

Amplified music must terminate by 11:00 p.m. on Fridays & Saturdays and 10:00 p.m. on all other days (including Sundays) per Orange County, Virginia zoning regulations. The location of the speakers must face away from the community behind the property and may not exceed 80 dB. In addition, any contracted music must sign "DJ/Band Agreement" and adhere to all property rules and regulations. If at any time during the event the music goes over 80 dB, the venue manager or

assistant will ask to turn the music down to 80 dB. If music continues to be turned back up over 80 dB after being asked once, the venue manager reserves the right to have the music cut off and the event ended.

It is recommended that all clients, guests, DJ download music/toasts prior to coming to Boxwood Villa for the big day! Boxwood's wifi is not shared with guests because it is not strong enough to handle the capacity.

### OTHER VENDORS

All other event professionals working events at The Market at Grelen, Boxwood Villa, or Spotswood Lodge must sign Grelen's liability waiver. Please see our client resource portal to view our vendor required documents, or request the link from our team!

### OTHER REGULATIONS

*Before your event, please re-read the contract that lists every regulation and please don't hesitate to ask questions about our policies.*

1. No rice, confetti, glitter, or faux petals are allowed inside or outside the Premises; however, natural rose petals and wedding sparklers are permitted.
2. No pets are allowed on the Premises without written approval, with the exception of service animals. Animals are the responsibility of their owners and should be kept on a leash at all times.
3. Children must be supervised by an adult at all times.
4. All flames & candles on the property and under the tent must be surrounded by glass or be LED.
5. No weapons, explosives, incendiary devices, or legally prohibited items. Sparklers are permitted on the gravel area and the client must provide pails of sand/water to extinguish sparklers.
6. No commercial sales, solicitations, presentations, booths, advertisements, signage, or promotion of any kind is allowed.
7. No consumption of alcohol by any person under age 21 years is permitted.