

Henry Clay Inn

Policy Statement

I. Weddings:

We are able to host weddings for up to a maximum of 70 guests. These guests could be seated in the drawing room or standing in the lobby. The parlor or porch will accommodate up to 35 guests standing. There is a 2 hour time limit for weddings. You may rehearse in advance and decorate the day of wedding. Please confirm these arrangements with the innkeeper prior to date.

A deposit of ½ is due at signing of contract. The remainder of fee is due one week prior to wedding. Deposit amount is nonrefundable. If wedding is cancelled with less than one months notice full amount of contract will be due.

II. Banquets:

Dinners are available from 3pm -10pm daily. Luncheons are available from 10am – 4pm daily. The drawing room will comfortably accommodate 55 guests. There is 3 hour time limit.

A deposit of ½ is due at signing of contract. The remainder of fee is due one month prior to meal. Deposit amount is non-refundable. Final count is due one week prior to event. Alcohol policies can be found under damage deposits. If any meal is cancelled with less than one months notice full amount of contract will be due.

III. Showers:

Baby showers, bridal showers, birthday parties may take place in either: Parlor, 18 guests; North Screened Porch, 16 guests; or Drawing Room, 40. Set up for events will be determined by number of guests. Available daily 10am – 4pm. 3 hour time limit.

A deposit of ½ is due at signing of contract. The remainder of fee is due one month prior to event. Deposit amount is nonrefundable. If event is cancelled with less than one months notice full amount of contract will be due.

IV. Receptions:

The Inn will accommodate up to 150 – 175 guests for receptions. The number of guests in attendance determines the flexibility in set up and amount of space required. Time limits include set up by caterer, event and clean up. If you would like to extend this time you must make arrangements with innkeeper prior to reception date. An additional fee of \$75.00 per hour will be added to your final payment. All receptions must be complete by 11pm. A deposit of ½ is due at signing of contract along with damage deposit.

Drawing Room, up to 45 guests, 5 hour limit, complete by 11pm

Drawing Room, Lobby, up to 75 guests, 6 hour limit, complete by 11pm

Drawing Room, Lobby, S. Porch, up to 95 guests, 7 hour limit, complete by 11pm

First Floor, without guest rooms, up to 100 guests, 9 hour limit, complete by 11pm

First Floor w/ 3 downstairs guest rooms, 150 guests, 12 hour limit, complete by 11pm

First floor, w/ all 14 guest rooms, up to 150 guests, 12 hour limit, complete by 11pm

V. Catering:

The inn offers the following preferred caterers. Should another caterer be chosen or if you choose to order trays from one of our preferred caterers, there will be a fee of up to \$350.00 added to contract based on size of reception. Outside caterer must meet with innkeepers prior to event to sign catering agreement and discuss their limitations in using inn kitchen and equipment. Catering fee will be due with final payment of contract.

*A Sharper Palate Catering By Jill Homemades by Suzanne Pick-Ups Plus Catering Groovin' Gourmets
804.553.0495 804.262.5787 804.798.8331 804.740.5200 804.868.8900*

VI. Damage Deposit & General Policies:

A damage deposit of up to \$400.00 will be due at signing of all contracts. This amount will be determined by number of guests and space requirements. Damage deposit is fully refunded within two weeks post event. Amounts in excess of deposited amount will be added to your final bill. These are expected to be paid within two weeks of event. A detailed invoice will be included with return of deposit and/or invoice for damages.

*Alcohol may be served at event with proper ABC license on file. Please contact www.abc.state.va.us to apply for licensing. License **MUST** be on file at least one week prior to event. All caterers must abide by all laws of Virginia concerning alcohol consumption. There will be **NO** kegs brought into inn. Bar must be staffed at all times. All service of alcohol must end 45 minutes prior to ending contract time.*

Lessee is responsible for all of their guests. If at any time a guest becomes unruly, the innkeeper reserves the right to escort person from property. Lessee is responsible for entire space rented. The inn should be restored to its original condition to the satisfaction of the innkeeper on duty. This includes but is not limited to returning furniture, tables, chairs to their proper location and removing all trash to appropriate receptacles designated by innkeeper.

Deliveries will be accepted at the inn on behalf of lessee based on space availability for storage of items. The inn will incur no liability for these items. A list of vendors should be on file with inn at least one week prior to reception with contract times listed.

Inn may be decorated the day prior to event if scheduled with innkeeper in advance. On occasion this is not possible due to other events taking place. If needed, decorating will begin the morning of reception.

VII. Smoking:

*The entire inn is **NON-SMOKING**; you may smoke in designated area on porches only. You will be charged up to \$400.00 if you or any of your guests smoke in any other location.*

VIII. Inclement Weather:

The Henry Clay Inn is in no way responsible for inclement weather and will not issue any refunds for such conditions. The inn is not responsible for catastrophe such as hurricane, tornado or other acts of God, which may render property unusable.

IX. Payments:

Payments for all contracted events should be made with personal check or money order. Any credit card payments will be assessed a fee of up to 3/5% of amount charged. This fee will be added to final invoice.

All events booked with a contract will follow pricing guidelines set forth in contract. Prices are subject to change without notice.

X. Nonprofit Groups:

All nonprofit groups with proper documentation will receive up to a 50% discount on all room fees. Excludes guest rooms.

XI. Special Discounts:

Guest room discounts up to 15% will be offered to those contracting for use of Inn for receptions and banquets. Discount is off of base rate. This may not be used with any other discounts. Corporate rates are valid Sunday - Thursday only, for business guests.

Thank you for your consideration,

*Ann-Carol M. Houston, GM
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