2017-2018



ELEGANT WEDDINGS & RECEPTIONS for BEAUTIFUL BRIDES

Thank you for your interest in the Black Horse Inn. Only 45 minutes from Washington, D.C., the Inn offers an excellent location along with the charm and romance that make the most beautiful wedding memories. Our elegant ballroom, "The Gilded Fox", can accommodate up to 200 guests. Your choice of ceremony sites include our boxwood garden with gazebo, our grand terrace, our garden terrace and our sweeping staircase (for smaller weddings) featuring a pear tree garden backdrop. Nine guestrooms are included in your package, plus a separate cottage (added for an additional fee), each with a private bath, are available for family, friends, or out-of-town guests. The price includes breakfast each morning and an afternoon hunt country wine & hors d'oeuvres upon arrival. *Full weekend packages allow for quality relaxation time, rather than traveling to and from event sites.* Two hours of full service wedding planning leading up to the wedding, as well as "day of" coordination are included for your convenience. *Our package includes all that you need for a perfect wedding weekend. When you are determining other factors for the wedding, you must only consider catering, flowers, music and photographer to complete the wedding day.* All packages include:

- > A wedding that can last an entire weekend, rather than just a few hours!
- > Historic Mansion ~ for you and your guests for the weekend
- > Your Choice of a Variety of Gardens and Terraces for your ceremony
- > Grand Ballroom for your wedding reception.
- > Personal wedding planning &"day-of" coordination.
- Black Horse Inn staff members to assist with set-up, take down, parking and most importantly, making sure you and all of your guests are comfortable and satisfied.

| OPTION 1 | The Gilded Fox Ballroom plus Nine Rooms for a <u>Two</u> Night Stay |
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| | PRIME TIME PACKAGE: |
| | Usually required in High Season April 15-June 30 and September 1-October 15 |
| | Please ask our representative |
| | \$13,500 plus deposit |
| OPTION 2 | The Gilded Fox Ballroom plus Nine Rooms for a <u>One Night Stay</u> |
| | 10,500 plus deposit |
| OPTION 3 | The Gilded Fox Ballroom Only |
| | \$7500 plus deposit |

Option One – The Gilded Fox Ballroom plus Nine Rooms for a <u>Two</u> Night Stay (Choose a four hour event time period between 4:00 p.m. to 11:00 p.m.; extra hours available for an extra fee.) Allow 2-Hours for Set-up, 4 Hours for event and 2-Hours for Take-Down

> The Gilded Fox Reception Facility on Saturday night *Plus* Two Night Stay, 9 Rooms *And* Friday evening Rehearsal Dinner <u>space</u> on The Garden Terrace Arrival on Friday 4:00 p.m. - Departure Sunday 11:00 a.m.

PRIME TIME: \$13,500 plus deposit

Includes:

- Eight-hour time period -(four hours for actual event)-for decorating, set up, event time and take down
- * The Elegant Gilded Fox Ballroom (accommodates 200) for dining and dancing
- **Sold Chivari Chairs with ivory cushions**
- ***** Grand Terrace and Garden Terrace with picturesque pond, fountain & bridge
- ✤ Gazebo for wedding ceremony
- * Tables and chairs in the ballroom for your guests
- Multiple Restrooms
- Formal Gardens and Manicured Lawns
- * Panoramic vistas and formal garden areas designated for photographs
- * Two hours of full-service wedding planning leading up to the wedding, as well as "day of" coordination
- * Afternoon tea upon arrival and full gourmet breakfast for overnight guests.

The Black Horse Inn 8393 Meetze Road Warrenton, Virginia 20187 540-349-4020 fax 540-349-4242

 PLUS-- includes the use of the Garden Terrace for Friday night rehearsal dinner, 7:00-9:00 p.m., the Black Horse Inn's elegantly appointed accommodations for 2 nights with 9 bedrooms (double occupancy) as described in brochure

Option Two – The Gilded Fox Ballroom plus Nine Rooms for a <u>**One</u> Night Stay**</u></u>

(Choose a Four hour event time period from 4:00 p.m. to 10:00 p.m.)

Allow 2-Hours for Set-up, 4 Hours for event and 2-Hours for Take-Down

The Gilded Fox *Plus* One Night Stay, 9 Rooms Arrival at 4:00 p.m. on event day, Depart next day at 11:00 a.m.

\$10,500 plus deposit

Includes:

- Eight-hour time period no hurry, no worry for decorating, set up, event time and take down
- * The Elegant Gilded Fox Ballroom (accommodates 200) for dining and dancing
- Garden Terrace and picturesque pond, fountain & bridge (gazebo not included)
- * Tables and chairs in the ballroom for your guests
- Multiple Restrooms
- Formal Gardens and Manicured Lawns
- Panoramic vistas and formal garden areas designated for photographs
- Two hours of full-service wedding planning leading up to the wedding, as well as "day of" coordination Full gourmet breakfast for overnight guests.
- PLUS-- includes the Black Horse Inn's elegantly appointed accommodations for 1 night with 9 bedrooms (double occupancy) as described in brochure

Option Three – The Gilded Fox Ballroom Only

(Choose a Four hour event time period from 4:00 p.m. to 10:00 p.m.) Allow 2-Hours for Set-up, 4 Hours for event and 2-Hours for Take-Down

\$7500 plus deposit

Includes:

- Six-hour time period no hurry, no worry for decorating, set up, event time and take down
- * The Elegant Gilded Fox wedding facility (accommodates 200) for dining and dancing
- ✤ Garden Terrace and picturesque pond, fountain & bridge
- * Tables and chairs in the ballroom for your guests
- Multiple Restrooms
- Formal Gardens and Manicured Lawns
- * Panoramic vistas and formal garden areas designated for photographs
- * Two hours of full-service wedding planning leading up to the wedding, as well as "day of" coordination

Payment Schedule and Miscellaneous Information

A \$1,000 non-refundable deposit, plus one half of the listed fee is required to reserve a selected package. The \$1,000 deposit will secure an event date, and clients must sign a contract within 30 days of holding the date, or the date will be released. One year prior to the date of your event, all payments become non-refundable and will be forfeited in the event of cancellation. The \$1,000 deposit will be applied against last minute additions and any damages incurred at the facility. Cleaning charges are an additional \$350. All remaining non-refundable payments shall be made in 3 installments, due 12, 8, and 4 weeks prior to the scheduled date of the event. All payments are non-refundable and will be forfeited in the event of cancellation. Additional hours for the event may be available for a fee. Please allow 2 hours for set-up and 2 hours for take down for each event. Staff time is charged at the rate of \$25.00 per hour per person. Consultation over two hours is available at \$75.00 per hour. Additional conditions as described in contract apply. *NOTE: The Inn reserves the right to determine the location of events on the grounds in order to comply with County zoning regulations on noise, and other restrictions on special events.



<u>The Black Horse Inn~ Total Service Packages</u> Service for your table

GOLD PACKAGE - Everything You Need @ \$14.95 per person

Buffet Tables

- 4 Foot Rounds for hors d'oeuvres/cake display
 - Gift/registration tables
- Disposable Barware (used during cocktail hour and at the end of the event)
 - Cocktail Napkins
 - China Plates (bread & butter, dinner, dessert/cake)
 - Silverware (knife, fork, spoon)
 - Water goblet and Wine glass at Place Settings
- Silver Coffee Urn and Coffee Cups, Sugar and Creamer for Coffee Station
 - Champagne Flutes
 - Bread Baskets for Guest Tables
 - White Table Linen & Linen Dinner Napkins (solid white)
- Special order linens, overlays and skirting are available at additional cost.

PLATINUM PACKAGE - Everything You Need @ \$16.95 per person

• Same package as above but ALL Glass Barware during cocktail hour on outdoor terraces and at end of the event.

Beverage Packages

All Beer, Wine and Mixed Spirits carried onto the Black Horse Inn Property is to be checked in at least 24 hours prior to any event and usage by the Black Horse Inn Management to ensure proper handling, chilling, inventory and accounting. Client must obtain an ABC liquor license prior to the event.

Beverage Package #1

Includes corkage and handling, storage, chilling, and bar set-up of client provided alcoholic beverages. Also includes ice, beverage napkins, International Tea Assortment, Coke, Diet Coke, Sprite, and Sparkling Water.

Beverage Package #2

Includes corkage and handling, storage, chilling, and bar set-up of client provided alcoholic beverages. Also includes ice, beverage napkins, International Tea Assortment, Coke, Diet Coke, Sprite, Sparkling Water, Ginger Ale, Tonic Water, Club Soda, Orange and Cranberry Juice, Bloody Mary Mix, Sour Mix, and Bar Fruits.

Updated 2-21-2017

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\$4.75 per person

\$6.25 per person