

Cimiez Manor
Rental Information



Cimiez Manor is Private Mansion
Appointments are required

Address:
40081 Thomas Mill Road
Leesburg, VA 20175

Service Times:
We host only one event per day.
You choose the start and end times
for your event within your time
block. We do not have restrictions
on start and end times, and no
curfew (No outdoor music after 11)

Vendors:
We allow outside catering
companies. There is no "required"
list. For your convenience, we
provide you with a list of our
recommended vendors.

Rental Packages Include:
The use of our grand salon, library,
entry hall, coat closet, outside patio
and grounds, bridal salon, grooms
salon, basement, restrooms on main
floor/basement/upstairs.
Tables, chairs, couches, and pool
table use

Equipment package:
150 - Champagne Chivari Chairs
12 - 8' Rectangular Tables
7 - 5' Round Tables
4 - 6' Rectangular Tables
2 - 4' Rectangular Table
1 - 4' round cake table
4 - 6' couches
Bistro Lights
Candle Holders and Table Decor

Ph: 703-443-2393

(Equipment Setup and Breakdown is
not included but provided by the
caterer.)

Rates:
9 hours including 7 hours setup &
event time, and 2 hour cleanup

Guest Count - Peak/Mid/Low
50 - \$5,000/\$4,000/\$3,000
100 - \$6,000/\$5,000/\$4,000
150 - \$7,000/\$6,000/\$5,000
200 - \$8,000/\$7,000/\$6,000
Peak = May-Oct
Mid = Nov, Dec, April
Low = Jan-Mar

Guest Count:
Maximum 150 Guests

Reservations:
To reserve a date we require a
\$1,000 refundable damage deposit
and ½ of Rental Amount. We do not
charge tax. Your final payment is
required 120 days prior to your
event. Reservations are given on a
first come first serve basis.

Required Fees:
Refundable Damage Deposit \$1,000
Special Event Insurance \$350

Optional Fees:
Each Additional Hour \$500

Payment Options:
We accept cash, money orders,
checks, and major credit cards.

Damage Deposit Refund:
Your damage deposit will be
refunded, provided there is not
damage, within 30 business days
after your event.

Alcoholic Beverages:
You may purchase and provide your
own alcohol for your reception.

Caterers are prohibited from
charging corkage fees. Caterer ABC
license required

Parking:
There is no additional charge for
parking. Vehicles may be left
overnight but must be removed
before 11 AM the next day.

Ceremony:
There is no additional fee associated
with having your ceremony onsite

Rehearsal:
We offer a complimentary rehearsal
hour on a date prior to your event.
Rehearsal must be scheduled.

Bridal Showroom:
We offer a variety of vendor
information and event advice.

Restrictions:
-No Smoking or chewing gum in the
Manor or on the property.
-No tape, tacks, glue, or nails can be
used on the walls when decorating.
-Fireworks are not allowed inside
the Manor, but are allowed outside.
-No self-serve beverage bars.
-No Kegs or frozen drink machines.

Specials:
We offer year round discounts to
Military, Police, Fire Fighters, First
Responders, Teachers, Virginia Tech
Alumni, Repeat Clients, Friends, and
Family

Connectivity:
We offer free WiFi and back-up
generator for uninterrupted power.

Visit and "Like" us on Facebook and
Instagram @cimiezmanor

www.cimiezmanor.com