

# Victoria Belle Mansion



*Perfect yet affordable*

## Facility Rental

- Use of the Mansion and grounds from 9:00 am till 11:00 p.m. (1 event a day)
- Wedding ceremony & reception chairs with white chair covers, Tables (combination of round and rectangle), choice of white or ivory linens, white napkins, tableware, flatware and glasses for up to 200 guests (total head count)
- Baby Grand Piano with music library
- 40' X 40' Canopy
- Non floral centerpieces for reception tables
- Event Coordination & setup
- Sound System
- Parking

**Victoria Belle Mansion is a full service venue – ask about our tried and true vendors – we can design a full service level that includes facility rental too!**

Friday & Sunday - \$4,995\* (January – March \$3,500)

Saturday - \$5,995\* (January – March \$4,500)

*Damage deposit not included – refundable within 10 business days if no damage occurs*

Rates subject to change until date reserved with deposit



Check out our brief video on your smart phone



## **Rental Agreement, Policies, Rules & Additional Rates**

The following policies and rules are provided so those who reserve Victoria Belle Mansion will have a successful event with minimal issues. Individuals reserving Victoria Belle Mansion must be at least 21 years of age and must present valid photo ID. The Mansion may be reserved for the purpose of corporate events (i.e. conferences, business meetings and luncheons) and social events (i.e. weddings, receptions and parties). The lessee is required to sign the policies and give a copy to all vendors (caterer, florist, musicians, photographer, etc.) who will be working on the premises. It shall be the sole responsibility of the lessee to completely inform their agents, employees, vendors/contractors and guests concerning their obligations under this Agreement.

SECURITY/DAMAGE DEPOSIT: Damage deposit of \$800.00 - refundable 10 business days following the event provided Victoria Belle management assesses no damage has occurred to the property. Damage deposit is not included in the first payment and must be paid at the time of booking along with first payment.

Damage or loss that occurs during the rental period will result in the lessee's liability to pay 100% of the costs incurred by the damage or loss of Victoria Belle Mansion, equipment, or grounds and any additional or unusual clean-up. Costs will be deducted from deposit. Any additional costs will be billed to the lessee, with payment due within thirty (30) days of invoicing.

Full deposit will be returned only if Victoria Belle Mansion cannot be used due to conditions as frozen pipes, damage to the building, etc.

PAYMENTS: Payments are payable on or before said due date-if payment is not received by the agreed date, all event planning will be discontinued until payment is received.

All contract payments for all services and items must be paid in full 30 days prior to the event as well as any and all services and items considered added after the contract is signed.

REFUNDS & CANCELLATIONS: If for any reason the event is cancelled, no portion of the fees paid the Facility for deposits & payments will be returned. If the services are retained for a future date, any monies paid will be applied to the future event date (all dates are transferable to another day within one year or original event date).

**RETURNED CHECKS FOR INSUFFICIENT FUNDS WILL BE ASSESSED A \$50.00 FEE**

No Smoking: Smoking is not permitted anywhere inside Victoria Belle Mansion or on the grounds (including the parking lot) with the exception of the designated smoking area.

**Victoria Belle Mansion shall not be liable for any loss or theft of personal property**



**VENDORS: Vendors must provide a certificate of insurance showing they have liability insurance and full worker's compensation coverage. Caterers must provide a copy of business license. All documentation must be provided to the facility thirty (30) days before the event.**

**FOOD:** Victoria Belle is not responsible for storage. Cakes may be delivered 2 hours prior to the start time of the event. A cake cutting fee of \$1.00 per person will apply if our staff cuts the cake. As part of the basic rental, all food must be prepared off-site. Food that has been previously cooked may be warmed up. There is a \$25.00 charge for use of the dishwasher. The caterer must provide their own supplies such as containers, foil, etc. The caterer cannot use any of the items in the kitchen without permission. All spills must be cleaned as soon as possible to prevent damage. All furniture, mantel, floor, etc. must be protected from watermarks. All garbage and trash must be removed from the premises at the end of the event. The kitchen equipment, tables, chairs, counters, and floors must be wiped clean and all areas of the Mansion are to be left free of spills, food, crumbs, leftovers, paper goods, etc.

**BEVERAGE SERVICE: A licensed bartender is required** at all functions that serve alcoholic beverages (1 bartender per 100 guests). Victoria Belle will not serve alcoholic beverages to any guests under the legal drinking age which is 21 in Georgia, or anyone who appears to be intoxicated. **GUESTS UNDER THE AGE OF 25 SHOULD BE PREPARED WITH A PHOTO ID.** Should clients/guests drink alcoholic beverages, then the client takes complete responsibility for the consumption of alcoholic beverages and cannot hold the Facility responsible for any incidents of injuries, or death, or violation of the law which may result from said alcohol use or consumption at Facility. The client is expected to assist the Facility in behavior control of guests. Victoria Belle, Inc. reserves the right to make decisions restricting alcoholic beverage service. Bar will close one (1) hour before the conclusion of the event. A Security Officer may be required for a fee of \$175.00

**ALCOHOLIC BEVERAGE SERVICE RATES:** Alcohol must be arranged through Victoria Belle, Inc.; clients/attendees or vendors are not permitted to bring any alcoholic beverages on the property unless previously approved through the Facility. State Law requires one (1) bartender per 100 guests. Bartender rate is \$175.00. By the glass Wine \$4.50; Beer \$3.50 (Budweiser, Miller Lite) Premium beer selections \$4.50. **CHAMPAGNE TOAST:** By the glass \$5.00. **CHAMPAGNE PUNCH:** \$55.00 per gallon (does not include guest toasting flute fee of \$1.00 per flute). No refund will be given for purchased alcohol.

**FULL BAR SETUPS FOR LIQUOR RATES:** Per person \$6.50 for glassware; \$5.00 for plastic ware. Setups include but are not limited to ice, cocktail napkins, tablecloths as needed, mixers (Soft Drinks, Juices, Mixers), lemons & limes, etc. – alcoholic mixers are not included - Client must supply liquor and must obtain pre-approval from the Facility)

**NON ALCOHOLIC BEVERAGE SERVICE RATES:** Per person \$7.00; Coca Cola Products (Coke, Diet Coke, Sprite, Dasani Bottled Water)

**ITEMS FOR RENTAL:** Arrangement for the rental of tables, chairs, tents, linen, etc. must be done through Victoria Belle Mansion, Inc. Any items brought in for the event by the lessee must be removed same day/evening at the close of the event.



CLEAN UP & DAMAGES: Please let your guests know the importance of treating the Mansion and gardens with the highest respect. Those using the Mansion and gardens are liable for damages to the premises and for all clean-up after the event. The damage deposit shall be applied to the payment for damage or clean-up at the discretion of Victoria Belle, Inc. The user will be billed for any excess costs if areas are left unclean or damage occurs. Intentional damage to the property or damage occurring from negligence could result in legal action. The throwing of birdseed, rice, and confetti, glitter or the use of sparkers or fire crackers is not permitted at wedding receptions. Wedding bubbles or petals may be used only outside.

DÉCOR: All decorations, displays and exhibits brought to the facility must be approved prior to arrival. All must conform to State Codes, fire regulations and Victoria Belle policy. Items cannot be attached to walls, ceilings, windows, doors, banister, and fixtures with nails, tape, staples or any other substances unless written approval is given in advance. Any damage that is incurred by using materials that are not approved for attachment will be charged to the client and must be settled on departure. The hanging of approved signs or banners must be handled by Victoria Belle Mansion staff. A \$25.00 per hour labor charge will be incurred. All taper candles must be dripless. Candles used on the tables must have protective containers underneath to protect the furniture and tablecloths. Containing candles in a hurricane globe or votive containers adds to the safety of using candles. Candles **MUST NOT** be left unattended at any time. The use of candles needs to be discussed with the staff during the planning stages. Approval for the use of the candles must be given by the staff prior to the event. Candles may not be used if it has not been discussed with the staff in advance and approval given.

**MUSIC: Due to Hogansville noise ordinance, all music including bands and D.J.s must end no later than 10:30 PM and on Sunday by 9:00 P.M. The Mansion staff shall have the right to control the volume of all music.**

**I have read and understand the polices regarding the use of Victoria Belle Mansion. I acknowledge I am responsible to Victoria Belle, Inc. for any injury or damage that results from the failure to follow these rules by any of the attendees and vendors and that failure to follow these rules could lead to the termination of the event.**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**LESSEE'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**OWNER SIGNATURE**

